Service Learning Project Planning Worksheet

Project _____

Planning Team _____

Management _____

1. Who will be the key contact person for this project? _____

2. Which individual or organization has management responsibility? School, Agency, Student(s), Other?

3. What commitments are participating agencies making to the project?

4. Which students are involved in managing the project?

5. What transportation arrangements need to be made? _____

6. Other:

Youth Involvement

1. What has been done to make sure youth "buy in" to this project?

2. How many students will be involved in the project? _____

3. Will they work: _____ individually? _____ in small groups? _____ in large groups?

   Number per group _____

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Service Components

1. What are the key service objectives for the project?

2. Students will:
   - ☐ Conduct needs-assessment and planning
   - ☐ Provide institutional support
   - ☐ Work directly with people
   - ☐ Participate in issue-oriented advocacy
   - ☐ Other _____

3. Is this project part of an existing project, or is it new?

4. What is the duration of this project? _____ days/weeks/months

5. Where will the work take place? _____

6. What kind of supervision will be in place?

Learning Components

1. What are key learning objectives for the project?

2. Will students individually complete the *Work-Based Learning Plan*, or will the project group be evaluated together?

3. What academic subject area(s) will be tied to the service?

4. What kinds of reflection will be part of the project?

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Community Support and Involvement

1. Does this project have the support of the community?
   - ☐ Yes
   - ☐ No

2. Have consumers of the service been part of the planning process?
   - ☐ Yes
   - ☐ No

3. Do parents/guardians/family members support this project?
   - ☐ Yes
   - ☐ No

4. How can parents/guardians/family members become involved in this project?

5. What other support and involvement do you have?

6. Do you anticipate any opposition to this project?

7. If so, how will you respond to it?

Resources

1. Who are some people who can be resources in this project?

2. What funding could you pursue for this project?

3. What other resources will you seek (donations, etc.)?