

Your Service Leadership Plan

“Why wait to see
what others will
do?” - Gandhi

Personal and Community Investigation

- ❑ What are my skills and talents?
- ❑ What are my passions and interests?
- ❑ What does my community **need**? Use the **Investigation** template.
- ❑ Is there already an organization trying to meet this need?
- ❑ How can I connect my special abilities, my personal interests, and the need I see in my community?
- ❑ In what ways **can I help** meet the need?

Planning and Preparation

- ❑ Schedule time to sit down and write up your plan. Use the **S.M.A.R.T.** Plan template as a starting point.
- ❑ Be SPECIFIC about the results you want to achieve. Your project can be about awareness, service, advocacy, and/or philanthropy (A.S.A.P.).
- ❑ Research your perceived need and find at least two (2) data points to support that there is a need. Establish your targets in MEASURABLE terms.
- ❑ Make a dual list of opportunities and challenges to determine if your project idea is ATTAINABLE.
- ❑ Prepare a 3rd person dialogue of the actions that will occur. This information can be used as a news release or for announcements.
- ❑ Use the Stakeholder template to record input to make sure the project is RELEVANT.
- ❑ Use the Resources template to make sure your project is realistic.

- ☐ Use the Backwards Planning Model to create a calendar so you have a TIME BOUND schedule with milestones for each week. Allow adequate time to recruit volunteers, communicate, operate, and clean-up. If you need to contact anyone, make sure to leave plenty of time for them to respond. Include dates for Demonstration and Celebration.
- ☐ Review your S.M.A.R.T. Plan with an adult mentor other than a parent or family member. Ask for support during the project and verification of results upon completion.

Action

- ☐ Kick-off your project when all plans are in place.
- ☐ Take pictures and videos and keep records of those who help!
- ☐ Document milestones achieved.
- ☐ Keep your targets and desired results in mind.

Reflect

- ☐ Write a personal reflection immediately after you complete your service!
- ☐ Ask your partners to write or record a reflection as well. Use open-ended prompts?
- ☐ Verify your results with stakeholders, partners, and mentor adult.

Demonstrate and Celebrate

- ☐ Determine the best method for sharing your project (article, video, presentation)
- ☐ Determine the best audience to receive the results of your project.
- ☐ Share photographs on social media and document the results.
- ☐ Celebrate with your partners and thank anyone involved for helping with the project.