Service Project Assessment

This activity will allow members to:

• Practice coordinating details of an event.
• Increase confidence and team-building skills.
• Collaborate as a team.

Materials needed:

• One worksheet per member. Download it at kkids.org/IDEA.
• Pens or pencils

How to lead this activity:

Now that your club has set its goals for your service project, it’s time to start planning to make it happen!

1. Give each member a Service Project Assessment worksheet.
2. Ask members to form groups. Here’s how:
   a. Using numbers 1–4, assign each member a number.
   b. Or ask members to count off 1–4.
3. Ask each group to go through the worksheet together.
4. When everyone is finished, ask for volunteers to stand up and share their answers. Thank every member who volunteers to share.
5. When the activity is over, thank everyone for their time and participation.
6. The secretary’s notes will help the club complete a service project timeline and supplies checklist at the next club meeting.

Learn how to set goals and work as a team with the “Role Playing & Goal Setting” activity online at kkids.org/IDEA.
Service Project Assessment

Time to start planning! Think through the details with this worksheet and fellow members.

Our service project is ___________________________________________________________________________

Things to keep in mind
What school policies do we need to think about while planning our service project? _________________________
Is there any advice from the organization we need to remember when planning? ___________________________

Event details
What day(s) and time(s) will our service project happen? _______________________________________________
Where will our service project take place?_____________________________________________________________
How do we confirm our project plans? _______________________________________________________________
What might we need to do after the event? ___________________________________________________________

Cost and supplies
What supplies will we need to complete this service project? ___________________________________________
Will it cost money to get supplies for our service project?_____________________________________________
Will we need to raise money before the service project? _______________________________________________

Who to invite
Who should we invite from the school and/or organization? ___________________________________________
How will we reach out to our sponsoring Kiwanis club and other Kiwanis-family clubs? _______________________
____________________________________________________________________________________________
Who else might want to attend? __________________________________________________________________

High-impact focus
What can we do to make sure this service project leaves a long-lasting impact? ___________________________
____________________________________________________________________________________________
How might the school or organization continue this service project in the future without the club? _____________
____________________________________________________________________________________________