

Day-of-Plan

This activity will allow club officers to:

- Assign responsibilities to each member for the day of the project.
- Think through problems to find solutions.
- Collaborate as a team.

Materials needed:

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

How to lead this activity:

The big service project day is almost here! At this club meeting, spend time going through all the project details and the responsibilities of each member.

1. Begin this activity by reminding members that the service project can only be a success if every member participates and completes his/her responsibilities.
2. Explain that the club now will brainstorm everything that must get completed on the day of the service project. Then each action item will be assigned to a member.
3. As the club president leads the discussion and assigns roles, the club secretary should use the “Day-of-Plan” handout to record each member’s assignment. Make sure that each member understands his/her role, where he/she needs to be and at what time.
4. Close the club meeting by reviewing the, assignments, answering any final questions and making sure the club has everything you need to complete the service project.

Learn how to take photos and videos of your project with the “Documenting the Process” activity online at kkids.org/IDEA.

