

TheBOD.church Community Service Project Scholarship Planning Outline

Project Guidelines

Timeline: 4-6 Hours; Some pre-work may have to be completed on larger projects

Budget: \$2000-2500 US dollars

Number of Volunteers: 20-40 Volunteers

Focus: Remember your project must be to improve, add, refurbish, or serve your school in some way.

We've intentionally made these guidelines to help point you in a direction. They are slightly flexible. If your project budget estimate is \$2552.94, don't worry. That's workable. However, if it turns out you need 6 weeks and 300 volunteers, that's a hurdle we can't overcome. Remember the goal is not just to win the scholarship, but to accomplish the community service project.

Questions to Consider Before You Choose a Project

- What does your school need?
- What other projects have you seen accomplished in the past?
- Could I accomplish this within my timeframe? Budget? with the number of volunteers available?
- What skills and gifts do I have personally? How might these play a part into what project I choose?
- What pre-work might need to be done to prepare for my project day?
- How will this project actually make an impact on the students, teacher, parents, etc. at my school

Specific Questions Your Outline Must Answer and Elements Your Project Outline Must Include

Project Name & Description

- Think about a name that defines your project. It should in one headline, help people get a grasp of what the project is
- You can also be creative and add a little flair here. A memorable name can help your project stick in people heads.
- Your description should be between 2-4 paragraphs that give us a good idea of what you want to accomplish.
- Also make sure to include how many volunteers you estimate can serve at this project.

Why Is This Project Needed?

- Think through why your project is needed. Who will it specifically impact and How?
- How will the school benefit from this project? What other added benefits do you see? You can ask and interview others and see why they believe the project is needed and how it might impact the community as well.

Written Budget Estimate

- Think through all the costs of your project. You need to estimate each one. Usually hardware stores, grocery stores, online resources and other places can help you get an idea of what sort of things you will need to complete your project. Bonus points for actual estimates from stores!
- Excel and Numbers pages are good to help you add your estimates up and get a total cost of your project.

Written Timeline of Project

- Your Project Timeline will be split up into three sections: Pre-Project, Project, and Post Project
- Think through any pre-work you might need to do. Your goal is to get your project accomplished within 4-6 hours in one day. Things like material purchase and delivery, site

preparation, snack and drink prep for you volunteers, etc. Include these in your Pre-project section.

- Think through what the day will look like for your volunteers, project managers, and for you as the project lead. This 4-6 hour time period will be the most important part of your project because your volunteers and everyone will be ready to take action. Plot out each piece and make an hour by hour timeline.
- Finally, think through how you will follow up with your volunteers. How will you inspire them to go out and do their own project? How will you encourage them with what they have accomplished that day? Be specific and creative. This is your chance to thank others and set your project apart from others.

Use as much space as you need to answer the questions/elements fully. Once you feel like you have answered these questions completely, using complete sentences, type up your project outline using the format above. Separate each section of your Planning Outline by using the bolded headings above. Print out any estimates, pictures or sketches of the project you've gathered, taken or created and place them with your Planning Outline. Staple the finished Planning outline together and place it with your other documents to turn in inside a manilla or white envelope.