

Community/Service/Campus Ministry Project Checklist

Use this form to prepare for project.



PROJECT NAME: _____

- PROJECT REQUEST FORM** submitted and approved through Center for Leadership Development Office
- Form a project committee.** Appoint a project coordinator who will delegate responsibilities within the committee members.

4 WEEKS BEFORE PROJECT

- TRANSPORTATION FORM completed? (**Fill out like this:** Your name/Organization/Purpose of Trip)
- Confirm location of the project and provide detailed directions.
- Do you need to provide food for the project?
- What materials/tools/equipment will you need for the project (please attach a list of materials needed for project)?
- Begin publicizing project to society membership during society meetings.

2 WEEKS BEFORE PROJECT

- EMAIL ANNOUNCEMENT to Society Members.
- DRIVER(S): 1. _____ 2. _____
3. _____ 4. _____

1 WEEK BEFORE PROJECT

- Who is involved from your committee? (must have at least 2) _____
- EMAIL REMINDERS sent to volunteers with vital information (Where to meet, when, dress, return, leaving from, and so forth)
- Confirm with sponsor about location/date/time/food/materials and equipment needed.

TWO DAYS BEFORE PROJECT

- PERMISSIONS – Turn in a hard copy of everyone participating to the Center for Leadership Development (CLD) Office.

AFTER PROJECT

- PROJECT EVALUATION FORM completed and turned in to CLD Office.
- Oral report given to society during Friday society meeting.

Project Information

Your Name: _____ Project: _____

Location: _____ Project time: _____

(Write directions to project location on back of this checklist)