

Service Project: Planning Template



Project Name:

"Keep Jersey Clean"

Short description of the project:

Clean the neighborhood surrounding the New Jersey Community Center and beautify and restore the building and grounds.

Goal(s): What do I want to accomplish?

1. Clean up the neighborhood by picking up litter and clearing sidewalks and parks.
2. Clean and repaint the community center building.
3. Mow the grass, pull weeds, and plant new landscaping outside.

Objective(s): What needs to be done to accomplish the goal(s)?

1. Gather community members to participate.
2. Purchase supplies (paint, plants, tools, food).
3. Contact local officials and businesses to collaborate.

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Resources: What do I need to complete the project? Write down everything you will need to complete the project including any materials, expertise needed from others, funding, etc.).

Supplies

- paint, brushes, and pans
- food: snacks, drinks/water, allergy and food restriction friendly options
- signs to hang up around town

Community Support

- volunteers to paint
- local plant nursery to sponsor or provide plants
- restaurants to provide food, vouchers, or catering
- attendance from relevant elected officials who care about protecting the environment
- local environmental and community groups to collaborate, provide volunteers, and help publicize

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Timeline: How much time do I have to complete this project?
Create a calendar with a start and end date for your project.
Fill in dates when important “milestones” or activities must be completed.

September 5	discuss idea with community center and apply for required permits from city
September 8	contact community supporters
September 30	complete fundraising to purchase materials
October 3	post on social media and put up signs for event
October 14	purchase supplies
October 20	confirm attendance from supporters
October 20	arrange pick up/drop off of plants and food
October 25 (6:00 am)	set up
October 25 (10 am -2 pm)	event
October 29	thank yous and follow up with results

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Sharing Your Project: What method(s) will you use to share the results of your project?

- Create a social media account and post pictures and data from the event.
- Submit articles to local news outlets and contact news for interviews.
- Write a blog post and include pictures and testimonials from community stakeholders about the impact of the project.

Reflection: How you will reflect on your project? This is an important step to gain a deeper understanding of what it meant in your personal growth, learning, and service to others.

- Ask for feedback from participants and community supporters.
- Hold a meeting with organizers afterward to discuss what went well, what could have been improved, and resolve any lasting conflicts or action items.
- Set aside time during the meeting for everyone to share their feelings about the project and its significance.