



TOOLS

Service Learning Project Planning Worksheet

Project: _____

Planning Team: _____

Management: _____

1. Who will be the key contact person for this project? _____

2. Which individual or organization has management responsibility?

School Agency Student(s)

Other _____

3. What commitments are participating agencies making to the project?

4. Which students are involved in managing the project?

5. What transportation arrangements need to be made?

6. Other:

Youth Involvement

1. What has been done to make sure youth buy in to this project?

2. How many students will be involved in the project?

3. Will they work individually or in groups? How many will be in each group?



TOOLS *(continued)*

Service Learning Project Planning Worksheet

Service Components

1. What are the key service objectives for the project?
2. Students will:
 - Conduct needs assessment and planning.
 - Work directly with people.
 - Provide institutional support.
 - Participate in issue-oriented advocacy.
 - Other _____
3. Is this project part of an existing project, or is it new? Existing New
4. What is the duration of this project?
5. Where will the work take place?
6. What kind of supervision will be in place?

Learning Components

1. What are key learning objectives for the project?
2. Will students individually complete the work-based learning plan, or will the project group be evaluated together?
3. What academic subject area(s) will be tied to the service?
4. What kinds of reflection will be part of the project?



TOOLS *(continued)*

Service Learning Project Planning Worksheet

Community Support and Involvement

1. Does this project have the support of the community? Yes No
2. Have consumers of the service been part of the planning process? Yes No
3. Do parents/guardians/family members support this project? Yes No
4. How can parents/guardians/family members become involved in this project?

5. What other support and involvement do you have?

6. Do you anticipate any opposition to this project? Yes No
If so, how will you respond to it?

Resources

1. Who are some people who can be resources in this project?

2. What funding could you pursue for this project?

3. What other resources will you seek (donations, etc.)?



TOOLS *(continued)*

Service Learning Project Planning Worksheet

Tasks and Timelines

Task	Materials Needed	Person Deadline	Budget

Evaluation

1. How will you know whether the project has been successful?

2. What information do you need to gather before or during the project to assist you with your evaluation?