# Service Project Goals

## Familiarize you with the concept of service

## Make service a part of your life

## Engage and motivate you

## Build a sense of teamwork among all employees across departments

## Provide appropriate skills development

## Meet genuine needs

# Process

## Gather information

## Set up team

## Plan project

## Meet with department

## Present to other departments

## Carry out project

## Celebrate and evaluate

# Gather information

## Questions for Team Leaders

### How much time do you want/have available to spend?

### How much time do you want your team to spend?

### Do you have a project you have always wanted to do?

### Is there a project you are already doing (or already plan to do) that we can help with?

### How much do you want the team to be involved in choosing the project?

# Gather information (continued)

## Questions for Department Reps

### What kinds of things are your employees interested in?

### What is the skill level of your employees?

### What is the commitment level of your employees?

### What type of project do you see as being successful for these employees (collection, activity, fundraising; see Resource notebook)?

### Can you recommend an employee who would be a good Community Service planner for your department?

# Set up team

## Contact people recommended as department reps

## Pursue leads until all positions are filled

# Plan project

## When will the project begin and end?

## When will the project be introduced to the employees?

## How much input will the employees have in the choice of the project?

### If no employee input, select a project

### If some employee input, select a few projects to choose from

## What tasks will be involved in carrying out the project?

## Who will do those tasks?

# Meet with department

## Introduce the project to the employees

### Writing about experiences

### Listing ideas about populations in need

### Reading articles or inspirational stories (as in *Three Cups of Tea*)

## Outline the parameters of the project

### Timeline

### How much department time is involved?

### Project participation extended to all employees

# Meet with department (continued)

## Lead discussion

### What kind of project do we want to do?

### What need do we want to address?

### What are the goals of this project?

### What do we need to do to meet those goals?

### Who will perform these tasks?

### What materials will we need?

### When will the tasks be performed?

# Present to other departments

## Consult with team leader about the best way to communicate

## Team leader may bring up at next team leaders’ meeting

## Method will depend on the project and the decisions made in the department meeting

# Carry out project

## Gathering supplies

## Making posters to promote the project

## Tracking progress

## Making announcements to the entire company

## Attending and participating in project events, such as cleanups or work parties

# Celebrate and evaluate

## Concluding activity

## Treats to share to celebrate success

## Informal discussion of results

### What might be done better next time

### Projects for next year