How Do I Plan a Service Project?

Does your group want to organize a service project? Think about a service project that can take you to a new community. This guide will help you organize your idea and turn it into action.

Getting Started Steps

1. **Research organizations, issues and projects** – Find out where you can go and what you can do to volunteer. You’ll want to make sure you are making an impact with your project.

2. **Plan the project** – Organize your event using a program planning guide from OVP to document all parts of your project to make sure you have a successful volunteer project.

3. **Recruit volunteers** – Who is this project for? How many volunteers are needed? Promote your project early to build interest from students, RSOs, and community members to get people involved.

4. **Final preparations** – What else do you need to do before the project? Create a checklist to make sure everything is complete and ready.

5. **Complete the service project** – You have come a long way. Execute your plan and have fun at the event! Coordinate any last minute items and make a positive impact!

6. **Hold a Post-Project Meeting** – You did it! Reconvene afterwards to get feedback about the project, discuss any follow-up activities, and to celebrate! If the group decides to do another project, decide who will be on the planning committee.
ARE THERE OTHER GROUPS WE CAN PARTNER WITH?

Collaborative projects can be successful! Think about other groups you may want to ask to partner with. If you get a partner, divvy up responsibilities and plan to meet regularly to plan the event.

HOW WILL YOUR GROUP FUND THE PROJECT?

All projects have a cost to them. Once you decide what you are doing, create a budget, and think about all the costs associated with the project. There are many creative fundraising methods along with getting sponsors and partners to help with the project. Look for funding opportunities such as SORF to off-set some of the costs.

HOW WILL WE KNOW IF WE ARE MAKING AN IMPACT?

It’s important to do research before the project to make sure your project will be making a difference. Sometimes other groups are doing similar projects and you may have an opportunity to partner up with them, rather than try to duplicate the same project. If you do your research beforehand, connect with groups who do similar projects, and have a solid project plan, you’ll have the framework for making a positive impact.

WHO ELSE PLANS SERVICE PROJECTS?

Many service-orientated RSOs complete projects. Search on collegiatelink.com
Find community agencies at Cuvolunteer.org

To assist with your service RSO:
Office of Volunteer Programs
ovp@illinois.edu