**Service Project Guide**

**Pre-Service Stage**

**Identify a community need and make a plan on how your group can address it**

* Reflect on what needs exist in your community and discuss their importance.
* Research these issues including what kind of people you will be serving and who are potential community partners you can work with to address the need.
* What are potential ways to meet the need? What is feasible, has someone else done a similar project that we can model ours after?
* What kind of leadership roles can students play? What skills and commitments will be needed from them.
* Make a smart project goal – Specific, Measurable, Achievable, Relevant and Time-Bound.

*Activities may include:*

* Formal research online and local newspapers articles, listening to expert speakers and groups on the issue or field trips to better understand the issue or to meet potential community partners.
* Recruit a leadership team and plan an event, make a timeline, a budget, setup committees and delegate tasks.

**Service Stage**

**Implement your plan and collect evidence of your project’s impact on the community**

* Follow through with action activities central to your project. Typically, they fall under these three categories:
  + Direct service – establishing personal contact with people in need (work at a food shelf)
  + Indirect service – Channeling resources to the area of need rather than working directly with recipients (canned goods drive)
  + Advocacy – lending your voice and talents to address the cause of a problem (lobbying legislators to address food insecurity)
* Document students’ service activities with volunteer counts, hours committed and photos.
* Measure the impact of those activities on the community, people reached, resources shared etc.

**Post Service Stage**

**Reflect on your service project and demonstrate the impact**

* Celebrate the impact that your project had on your community and recognize the individual and team efforts that went into it.
* Revisit your project goal(s), what actually happened and reflect on why things happened the way they did. Come up with recommendations for future projects.
* Report impact numbers to the state office, both on the students volunteering and the community and save photos for service project board.

*Activities may include:*

* Submit a leader from the project for the FCCLA Spotlight or Ultimate Leadership Award.
* Making a blog post for the FCCLA Website, your groups Facebook page or Instagram post
* Present to school admin and or classmates