**Planning Sheet for a service project**

1. Project Name:
2. Why is this project important? Who does it help?
3. Starting date:
4. Ending date:
5. Brainstorm ideas on how you can promote your project.
6. What resources do you need to promote your project?
7. What other things do you need for your project?
8. Who can help you with your project?
9. Let’s put your project on a time line. Use the lines below or draw a time line.

Date: What needs to be done?

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1. What have you prayed about your project?
2. Who can you ask to pray for you and your project?
3. How can you thank people for being a part of your project?

**THINGS TO KEEP IN MIND:**  *(The notes below only pertain to St. John’s youth.)*

1. Pray, pray, pray.
2. We’re here to support you.
3. Communication is important. Be sure to promote your project.
4. Use painter’s tape when putting signs on the walls around church.
5. There are bins in the link for collecting items. Talk to church office about securing a bin spot.
6. Bulletin deadlines are Wednesday, noon. Send directly to secretary or youth staff.
7. Eagle deadlines are the 10th of the month (for the following month’s Eagle).
8. If you’re doing a temple talk, we need to talk to pastors about what date(s) are best.
9. If you have requested and obtained monies for your project, keep a record of your requests and deposits. See youth staff for appropriate forms. Keep your receipts for reimbursement.
10. When you count monies, count with another person. Keep monies locked in the safe in the youth office if you are waiting to deposit monies with the financial secretary.
11. Raising lots of money is great but more importantly is raising awareness and having people pray for the project.
12. St. John’s does lots of fund-raising for various projects throughout the year. Plan to do your project when it doesn’t conflict with another project.
13. Always be positive, affirming, and encouraging as you work with others on the project.
14. What you do and say at school and in the community is a witness to God and your project.
15. There is no dumb question, always ask.
16. Pray, pray, pray.

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