YSA
YOUTH SERVICE AMERICA
Youth Changing the World

Youth Changing the World:
A Service Project Toolkit

Service is _power_.

Service is _change_.

Service can be _YOU_.
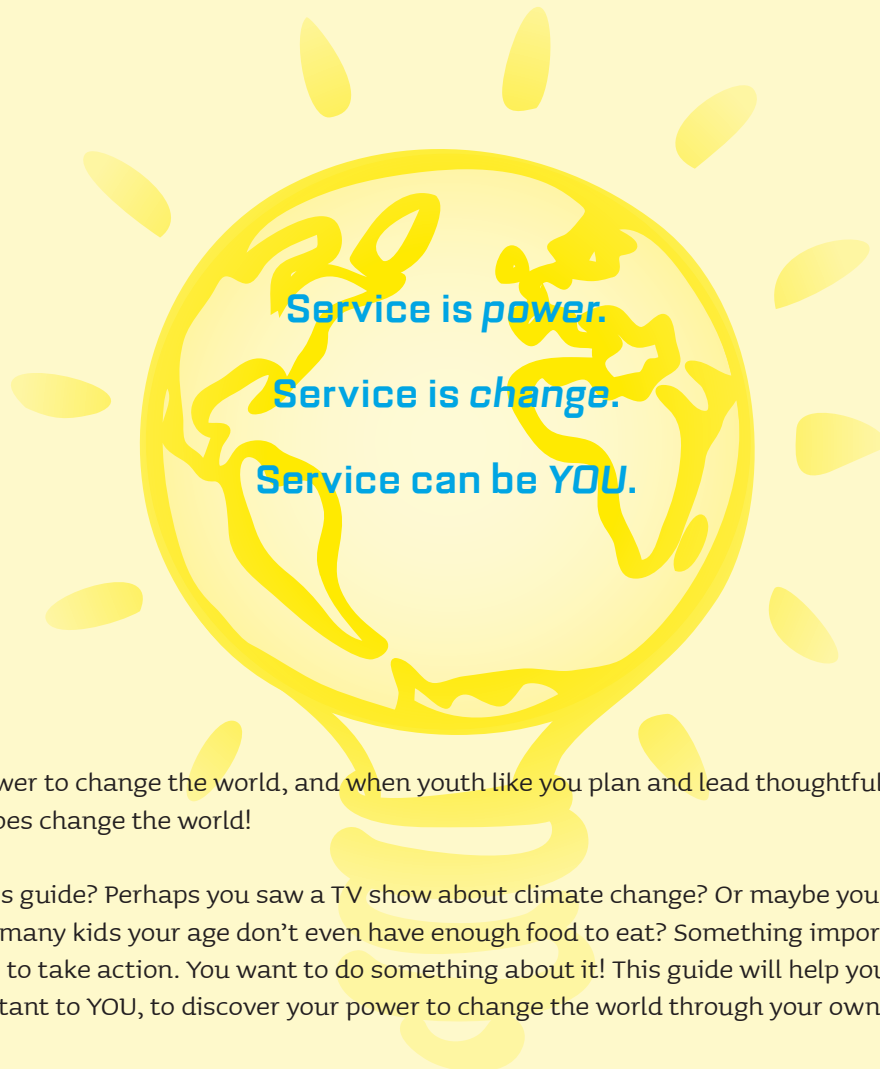
Service has the power to change the world, and when youth like you plan and lead thoughtful, impactful projects, service does change the world!

What led you to this guide? Perhaps you saw a TV show about climate change? Or maybe you heard from your friends about how many kids your age don't even have enough food to eat? Something important ignited a passion within you to take action. You want to do something about it! This guide will help you take action on an issue that is important to YOU, to discover your power to change the world through your own actions.

Whether you are doing your service project with friends, with your family, a school group, a community organization, or a faith-based youth group, this guide will take you step-by-step through the process of identifying a community need to address, and of planning, implementing, reflecting upon, showcasing, and celebrating your service project.

As you go through this guide, you will also be preparing yourself to present your project – and yourself! - to potential funders, including YSA, in order to make an even greater impact.

To get the most out of this guide, YSA recommends that you use the accompanying Google Docs, available at www.YSA.org/resources. Pages with an accompanying Google Doc have been marked with the Google symbol. You will need to have, and log into, a Gmail account in order to access the documents; if you do not have one, you can create one free at www.gmail.com.

To help you understand terms that may be new to you, every term that is followed by (G) is listed in the guide's glossary on pg. 21.

Turning your Passion into Action and Impact

This guide will walk you through the following steps that will help you make a
BIG impact on an issue that is important to you and your community:

Investigate:

Select an issue that is important to you.
Identify and learn about community needs and
problems that are connected to the issue.
Brainstorm and select a way to address the need and make an impact.

After you come up with a meaningful, doable, and effective project idea, begin to prepare and plan.

Prepare and Plan:

Gather a planning team.
Create project goals and a method to track progress.
Write a project plan with tasks and timelines.

Once you create a strategy for change,
put your plan into action.

Act:

Implement your project plan.
Document your activity.
Measure, track, and record project outcomes.

Reflect:

Reflect on how you connect with what you are learning and doing!

After you become aware of how the project impacted YOU and
how YOU impacted the community, share your project experience.

Demonstrate/Celebrate:

Share outcomes and highlights and
teach others how to replicate your project.
Celebrate your success and thank all supporters.
Make plans to continue or expand your project.

|PARD/C

Investigate
Identify a local, national, or global community need that you would like to address.

Select an issue that is important to you.

Inspiration:

What conditions or problems have you seen, heard, read about, or experienced that sparked your interest or curiosity, concerned you, or made you feel empathetic? Which experience or moment has inspired you to take action? Select the one that is REALLY important to you.

Issue: Why is this issue important to you?

_____
_____
_____
_____
_____

Vision: What would you like to see change?

_____
_____
_____
_____
_____

Example

Inspiration:
Every time I see classmates recycle, I'm so happy, and when I see them throw recyclables in the trash, I get annoyed.

Issue:
Environment

This issue is important to me because I care about the health of our planet.

Vision:
My school will promote respect for the environment, and my classmates and I will do our part to take care of the planet.

It will take creativity, persistence, and support from many people to bring this vision to life.

When you identify a need or a problem, you are identifying an *opportunity* to make a difference!

Identify and learn about community needs and problems that are connected to the issue.

You have a BIG picture vision. In order to bring that vision to life and make a significant difference, start with a small or narrow focus. Select one community need (G) that you would like to improve, and then use one or more sources listed in the sidebar to learn more about it. The more thorough your reseach, the more effective your project will be.

Media
Read newspaper articles or blogs, or watch videos about the issue.

Observations and Experiences
Take notice of people, places, or behaviors, and keep track of observations.

Surveys
Create and distribute a survey using a Google Doc Form, Surveymonkey, or a texting tool to find out what people know or how they feel about an issue.

Conversations and Interviews
Talk with issue experts and with those affected by the issue to better understand their points of view and priorities.

Your Research Plan:

Google™   Available as a Google Doc at www.YSA.org/resources.

Community Need:
Example: Increasing the amount of paper my school recycles

What do you **already know** about the need or condition you identified?	In order to take action and make a difference, what do you **need and want to learn** about?	What did you **learn** about the community need and how to address it?	**Sources of information** (organization, speaker, newspaper, web research, etc.)
Example: In every classroom, we have recycling bins for paper and plastic.	Reasons why students do not recycle regularly	At the end of class, students feel rushed and throw trash in the recycling bin. Our local library has an effective recycling program. They have specially-made lids on their recycling bins to prevent trash from getting in the bins.	Observations, a survey of my peers, and a conversation with library staff about their recycling program

Baseline Data:

What is the current status of the community need you identified? This will be your baseline data (G), the starting point from which you will set project goals and measure the impact of your project.

_____

_____

Brainstorm and select a way to address the need and make an impact.

You researched and learned about a community need and ways you can address the need. What personal and community assets (G) do you have to make it happen?

Personal Assets (your strengths, things you are good at or enjoy):	
Skills and interests	Knowledge
Interests and experiences	Traits

Community Assets (educational, economic, religious, political, and cultural resources):	
People, associations, and groups	Places
Events and traditions	Businesses, organizations, and institutions

Based on your research, which type of project would most effectively help you meet the community need?

Awareness
Helping your peers, adults, and your community be informed about and understand important issues in order to change behaviors.

Service
Taking actions that directly address a human, community, or environmental need.

Advocacy
Using your voice and joining others to promote solutions that change policies and laws.

Philanthropy
Giving and generating funds and in-kind resources to meet an important social need.

How will you use your personal and community assets to address the community need?

_____
_____
_____
_____
_____

Example:

Community Need	+	Personal Assets	+	Community Assets	+	Type of Project	=	Project Idea
Increasing the amount of paper our school recycles		Woodshop class		Woodshop teacher, tools, materials		Service		Creating new recycling bin lids that have slots just for paper

"I have many projects ideas. How do I pick one to pursue?"

Ask issue experts, or those affected by the issue, what they think of your ideas. If they like your ideas, then use these questions to find the project idea that is most meaningful, doable, and effective:

Doable

Project Criteria

Meaningful   **Effective**

- ☐ Are you willing to commit time and skills to this project?
- ☐ Will the project have a positive, and visible, outcome for your community?
- ☐ Will you be able to measure and track the impact or results of your project?
- ☐ Can you convince friends to join you? Can you promote the project as something that would attract them?
- ☐ Is there enough time to plan and complete the project?
- ☐ Will you need funds to do this project – and do you have a plan for how you will raise them?
- ☐ Do you know where, and how, you will be able to collect needed project supplies and materials?
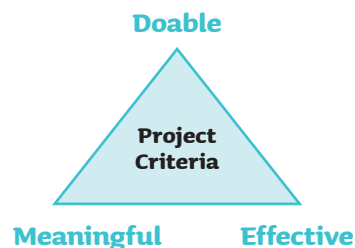
If you answer, "Yes," to all these questions, you are ready to begin planning your project. If not, adjust or simplify your project idea as needed.

Gravel Road Food Drive:
Some people wish it would happen. Some people wait for it to happen. Dawes County 4-H Jr. Leaders made it happen!

"Our project was to solicit food donations from rural residents and give the donations to three local food banks with a target of providing nutrition for families with kids.…Many local families would like to contribute to a food drive, but they seldom drive the 20-40 miles to town to make the donations. When they do drive to town, they often forget about such ideas because they are in a hurry. So we decided we would go to them for the food donations. We, eleven 4-H Jr. Leaders, identified the major country roads where people lived. We advertised to the community that we would drive those roads and pick up non-perishable foods and asked residents to leave their donations near their gates or mailboxes on Global Youth Service Day. We also contacted eight local businesses to set up "feed bins" for collections. On GYSD we drove over 384 miles of county roads collecting 435 pounds of food.… The food banks were very happy and were surprised that kids were doing this effort. One of the food banks indicated that this amount of food could help 200 families. That's so cool!"

Dawes County 4-H Jr. Leaders – Chadron, NE
YSA Grantee

IPARD/C
Prepare and Plan
Develop a strategy for change.

Gather a planning team.

Your Planning Team: If you do not already have one, gather a core group of friends, family members, and other supporters – both youth and adults – who can commit to helping you plan and lead the project.

_____

_____

_____

Your Team Guidelines: What values and ground rules will help your team work well together and ensure that the project goes smoothly?

Team values:	Team ground rules:

Kid 2 Kid: Fighting Childhood Hunger

"Throughout this project I have definitely learned about becoming a task manager and delegating within my team. Completing a lot of aspects of the project was difficult at first because I was attempting to do it all by myself. After getting some help from my team, the project wasn't so stressful anymore."

Cobb County 4-H – Marietta, GA
YSA Grantee

Create project goals and a method to track progress.

With your planning team, think about the type of impact you want to make on the issue and on your community. Discuss, "what does success look like?" Starting with your baseline data as the current status of the community need (see pg. 3), create realistic, measurable goals.

When creating project goals, consider starting small with the intention of setting more goals for your next project.

Baseline Data:

_____
_____
_____
_____
_____
_____

Your Project Goals:

_____
_____
_____
_____
_____
_____

Method to Track Progress: How will you record and measure your project's impact along the way?

_____
_____
_____

Tips to get you started:

Methods to record and measure your project progress:

· Observations
· Pre- and post-surveys
· Interviews with project beneficiaries and community partners
· Photos (before, during, and after shots)
· Data collection
· Statistics and counting

Hungry Tummies

"We made a chart that looked like a thermometer to measure our progress in raising funds for the garden. Our goal was to raise $2,000 by the end of the day of our event. We actually raised almost $4,500 altogether. We took pictures of us making the wreaths, gift baskets, and baked goods that we sold to raise money, and we made a picture board of our progress….The local papers came and took pictures and wrote stories about the community garden and our role in helping make it happen."

Cobb County 4-H – Marietta, GA
YSA Grantee

Clean Water, Nothing More Project

"I feel proud to have this opportunity to educate people about an important environmental issue.… Based on the pre-survey results, we discovered that, out of 400 students, 633 plastic water bottles were used per day. During our project, we sold reusable water bottles and educated students about the cause. The post survey results showed that students now use only 562 plastic water bottles per day. I believed this project changed students' behavior to use reusable bottles instead of plastic water bottles."

YMCA of Greater St. Paul – Minneapolis, MN
YSA Grantee

Write a project plan with tasks and timelines.

Your Project Plan: What do you and your planning team need to do to reach your project goals? Brainstorm tasks, and then organize tasks using the Sample Project Plan as a guide.

_____

_____

_____

_____

Sample Project Plan

Google — Available as a Google Doc at www.YSA.org/resources.

Project Component	What? (tasks)	Who? (assign responsibility)	When? (due date, and when you will start)	Where?	What's needed? (supplies)	What happens if: (unexpected challenges)
Logistics						
Project Promotion and Outreach						
Fundraising						
Volunteer Management						

Days of Service

Check out if any related national days of service coincide with your project dates. Days of service, such as Global Youth Service Day and Martin Luther King, Jr. Day of Service, and commemorative event dates such as Earth Day, offer opportunities to find out how others like yourself are taking action and to learn about additional resources, including funding opportunities! A full listing of these days is available on the last pages of the Semester of Service™ Strategy Guide, available at www.YSA.org/resources.

Which day(s) of service connect to your project?_____

Based on your project plan and timeline, which aspect of your project could you do on one of these days of service?_____

_____

_____

Global Youth Service Day
www.GYSD.org

"The Kids' Breakfast Club Saturday Academy has made me realize that I can make a difference in my community. Seeing the smiles on the children's faces and knowing that I am having a positive impact upon their lives is one of the best feelings in the world. I was also pleasantly surprised that so many youth volunteers were eager to participate in this project. All of us there shared a common bond, our desire to help others. Even more exhilarating was the thought that all over the world, on Global Youth Service Day, youth volunteers just like us were working to change the world for the better."

The Kids Breakfast Club – Hayward, CA
YSA Grantee

Whether you are working on logistics, outreach, fundraising, or volunteer management, you will want to convince others to support your project. Prepare your pitch by answering the following:

Practice, practice, practice so that you can talk about your project clearly and concisely and with much confidence!

Why is this project important to you?

_____

_____

Why is the project needed? How will this project benefit others, and impact the community?

_____

_____

Why is support needed, and why might others – especially those whom you are trying to recruit to help you – care?

_____

_____

Everybody Eats

"I was scared at first when we had our food drive, because I didn't want to ask people to buy extra food. I thought they wouldn't listen. But they did! My friends and I were so excited every time someone brought out a special brown bag with food for our project. We learned that people care a lot and want to help. I stopped being scared to ask adults for help with things I care about, and learned that people will listen if they know that you really care about what you're doing. That was a big change for me."

Bon Air Elementary – Richmond, VA
YSA Grantee

On the following pages, you can find more tips to help you with your project:

- Recruiting and supporting volunteers (pgs. 10 – 11)
- Fundraising (pg. 12)
- Outreach to media and public officials (pgs. 13-14)

For additional suggestions, including prompts for volunteer orientation, grant writing tips, and press release templates, check out the Tip Sheets, available at www.YSA.org/resources.

Recruiting Volunteers

What do you need help with?	Any special skills required?	Who could help you?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

YOUR Goals: Determine the number of volunteers you need:

· How many pre-project, day-of, and post-project volunteers would you need? _____

· Are there tasks that might require multiple shifts? _____

· Will you need adult volunteers to supervise youth (under age 18) volunteers?
_____

YOUR best guess: total number of volunteers needed? _____

YOUR Plan: How will you convince your friends, other young people, family members, and other adults to volunteer to help your project?

_____
_____
_____
_____
_____

Tips to get you started:

Jusk ask! Being asked is the #1 reason people volunteer.

How did someone get you to volunteer? Try using that same strategy!

Be specific and personal. Tell people why they are needed and how their skills will help the project.

Reach out to diverse groups by using a variety of methods such as Facebook, Evite, VolunteerMatch, posters, community calendars, and tables in high-traffic areas like cafeterias.

Food for Good

"It helped that I got the adults involved. When I made a partnership with my elementary school, I reached out to the PTSA president. I met with her and explained the program. She got the program totally. She allowed me to come to the school and shoot a video presentation which would be broadcast throughout the school. That presentation helped get the kids engaged. Likewise, when I partnered with my temple, I made a presentation to the executive committee of the temple so that they can understand and commit to the program. After that happened, I then presented the same thing to the youth committee and got them engaged."

Girl Scout Council of the Nation's Capital Troop 5646 – Herdnon, VA
YSA Grantee

Supporting Volunteers

Once you have recruited volunteers, how will you support them? Think about your own previous volunteer experiences. What was your favorite volunteer experience? How were you supported?

_____

_____

_____

Most likely, your favorite volunteering experiences were fun and impactful, you felt safe, welcomed, and connected to the issue and/or the beneficiaries of the service, and your time and skills were well utilized. How can you incorporate these elements throughout your project in order to support your volunteers?

Before Project	During Project	After Project
Actions to support volunteers:	Actions to support volunteers:	Actions to support volunteers:

Tips:

Before Project
- Send volunteers an email reminding them of the project day and date, time, location, what they should wear, and any items they need to bring.

During Project
- Greet volunteers and provide an orientation.
- Supervise volunteers throughout the project. Be available to give positive feedback and to answer any questions they may have.
- Lead a reflection activity.
- Get their feedback through an evaluation.

After Project
- Thank volunteers.
- Inform them of project outcomes and impact.
- Remind them of how they can stay involved.

School of Technology: Growing Gardens, Fighting Hunger, Cultivating Communities

"We set and publicized clear goals, timelines, and expectations. We spent time training the school executives and nonprofit leaders to ensure student (volunteers) had a good experience….We learned that educating and training students before they volunteer in the garden is critical! We also recommend giving lots of positive feedback to students as they do their best and work hard to better our world."

Giving Point – Roswell, GA
YSA Grantee

Fundraising

YOUR Goals: How much money will you need to do your project? Make a list of project expenses, then create a budget (G) to record and organize your expenses.

_____

_____

_____

_____

Sample Project Budget

Category	What do you need for your project?	Number of Items	Cost per Item	Total Cost of Item	Possible Source of Funding or Donation
Food	Bottles of water	100	$10/case of 10	$100	In-kind donation from grocery store

YOUR Plan: How will you raise the money for your project?

_____

_____

_____

_____

Consider the following fundraising options:

Activities and Events
Plan and host an activity or event, such as a car wash, bake sale, or concert, and inform your community how the money raised from the event will be used to support your project.

Grants
Apply for a YSA Grant! Check out which grants are currently available at www.YSA.org/grants. Apply for funds that are given by an organization or a foundation to be used for a specific, agreed-upon purpose.

Donations
Ask friends, family, or businesses to make a monetary contribution to support your project.

In-kind Donations
Ask friends, family, businesses, or organizations to make a non-monetary contribution, such as use of equipment or tools, or food.

Sample Fundraising Plan

Funding Goal / Resource Needed	Potential Source of Funding	Team member responsible	Due Date or Deadline	Amount or Item Secured	Funder Thanked (Y/N)
10 cases of water	Grocery Store	Pat	Oct 15	10 cases of water	Y
$1,000	YSA Grant	Jamie	Sept 1	$1,000	Y

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Outreach

You are proud of your project, and you want others to know about it and get involved. Engaging the media and public officials can help you do just that – it is a chance to amplify your voice!

Outreach to Media

YOUR Goals: What do you want people to know about your project?

_____
_____
_____
_____
_____

Who are you trying to tell about your project? Youth? Businesses?

_____
_____
_____

YOUR Plan: How will you and others working with you use new media (Facebook, Twitter, blogs) and newspapers, radio, or television to tell others about what you are doing?

_____
_____
_____
_____

What are the best media outlets to reach your target audience?

_____
_____
_____

If you are creating a blog, the following tips will help you "better your blog!"

Inspire How can YOUR story inspire others?	**Invoke action** Does your blog explain how others can get involved?	**Start a discussion** Does your blog encourage dialogue?
Provoke thought Does your blog ask tough questions and demonstrate your expertise?	**Express in creative ways** If you feel that a top-ten list, poetry, or a video is the best way to express your thoughts, go for it!	**Talk to specific audiences** Who is your audience and what interests them?

Footloose, Hunger Free

"At first, I was very timid about leading and taking charge because I am so young, but as I progressed through my project I became more confident in what I was doing. When the local paper called to interview me I was so nervous, but I remembered how I had pushed through that far and wasn't about to break down. So, I buckled down and rocked the interview and our story ended up on the front page! I was so proud of how far I had grown as a leader and somebody who wants to serve others."

Forsyth Central High School - Cumming, GA
YSA Grantee

Outreach to Public Officials

Public officials, such as your mayor, school board members, and Members of Congress, work to serve you. You can ask them to support your project in many ways, such as:

Volunteering with your project or addressing project volunteers during welcoming or closing remarks.	**Acknowledging the power of youth service,** by awarding certificates or hosting a recognition ceremony.	**Discussing ways you can work together to address the community need,** by inviting you to a meeting or a town hall forum.

YOUR Goals: What is YOUR purpose for contacting public officials?

_____

_____

_____

_____

_____

_____

Tips to get you started:

· Focus on gaining support of local public officials, such as your mayor, or city or town council.

· Find local public officials who have already expressed an interest in the same issue you care about, and then let them know what YOU are doing about it!

· Public officials get lots of requests, so be sure to contact them far in advance, and be very clear about your project plans.

YOUR Plan:

Which public officials will you reach out to?	What will you ask them to do?	How will their involvement benefit your project?

Fresh Matters

"It is an incredible rush to see something that was once just an idea in your head become an event that changes people's lives. I met a bunch of wonderful people who were profoundly impacted by our educational outreach for Global Youth Service Day....I had never put on an event for 500 people before so I am very thankful that I had good help! The part that impacted me the most was getting some one-on-one time to talk to State Representative Daphne Campbell about the issue of hunger in her community. I told her the statistics while we looked at a wrap-around line of hundreds of people (some who had camped out the night before) who were waiting for the food. I, along with Rep. Campbell, view hunger differently now because I knew hunger in my immediate neighborhood but was shocked by the degree of hunger in Liberty City, a town about an hour away from where I live."

FLIPANY, Florida Introduces Physical Activity and Nutrition to Youth - Lauderhill, FL
YSA Grantee

Document your project activity through photos and videos.

Photos and videos of your project can be used for many purposes, such as:

Promoting your project	Tracking project progress	Sharing project results	Preserving memories

YOUR Goals: How will you use project photos and videos?
How will these photos and videos benefit your project?

_____
_____
_____
_____
_____

YOUR Plan: Who and what will you photograph and record?

_____
_____
_____
_____
_____

Tips to get you started:

Engage volunteers!
Find volunteers who enjoy taking pictures and making videos, and ask them to be the "official" project photographer or videographer.

Document the whole process!
Take photos and videos throughout your project, not just at the end.

Get inspired!
Think of your favorite photos and videos. What makes them great? How can you use photos and videos to tell the story of your project?

Photo and Video Permissions

Remember to be sensitive to those being photographed. ALWAYS gain permission from the subjects, and make sure that parents or guardians of any participants under the age of 18 sign a photo release form authorizing you to use the photographs. For a photo permission template, check out http://tools.ysa.org/downloads/ysa-grant-photos.pdf.

Are you ready to implement your project plan?

☐ Do you have clear, measurable project goals?
☐ Are all project team members aware of the project goals?
☐ Do you have a method to track progress towards project goals?
☐ Do you know how many volunteers you need to recruit?
☐ Do you know how much money you will need to do your project?
☐ If applicable, do you have plans to recruit volunteers, promote your project to the media and public officials, and raise funds to cover project expenses?

If you answer, "Yes," to these questions, then you are ready! If not, you may need to spend a bit more time adjusting or simplifying your goals and plans.

IPARD/C

Act
Implement activity to make a difference.

Implement your project plan.

- ☐ Carry out logistics (schedule dates and times, select project location, etc.).
- ☐ Recruit and manage volunteers.
- ☐ Gather resources.
- ☐ Outreach to media and public officials, and promote your project.

As you implement your project plan, document your activities and fill in the following information:

Project date and time:
_____
_____
_____

Project location and transportation:
_____
_____
_____

Project supporters and partners:
_____
_____
_____

Project equipment and supplies:
_____
_____
_____
_____
_____

Food:
_____
_____
_____
_____

Total number of volunteers: _____

Total number of youth volunteers: _____

Funds raised for project:
$_____

Items donated: _____
_____
_____

Project sponsors and donors:
_____
_____

Media contacted: _____
_____
_____

Number of media stories covering your project: _____

New media (blogs, social networking sites) utilized:
_____
_____
_____

Public officials contacted:
_____
_____
_____

Number of public officials participating in your project:
_____

Measure, track, and record project outcomes.

Evaluate your project outcomes

Find out what changed in your community as a result of your project. Did you meet your project goals?

Your Vision (from pg. 2):	Baseline Data (from pg. 3):	Project Goals (from pg. 7):	Project Outcomes (including the number of people who benefitted from your project):

Evaluate your project planning and implementation process

What worked well?

_____
_____
_____
_____
_____
_____

What would you do differently next time?

_____
_____
_____
_____
_____
_____

Building One Can At A Time…

"Pound by pound my goals were reached. Our community and school helped raise more than 5,000 pounds of food. My goal was 3,000 pounds. I learned that by providing proper nutrition to students that they come to school, are alert, have good behavior, and get successful grades. Then they graduate. It is all a step by step process. I want every child to be able to attain a goal of graduating from high school and then step into college. My vision is big, but each little step turns into something big. I can't wait to see what all these little steps turn into."

CMR Food Pantry – Great Falls, MT
YSA Grantee

As you implement your project plan, sometimes things don't go exactly as you planned, and that is okay. As you evaluate your project outcomes, think about the challenges you encountered and how you overcame them. Next time you plan a project, you will be able to utilize these problem-solving skills in order to have an even greater impact.

IPARD/C

Reflect
Think about how your service relates to you, your community, and your future.

Reflect on how you connect with what you are learning and doing.

How has your participation in the project impacted you, and how have you impacted your community? Think of fun, creative ways you can reflect with your planning team throughout your project, or use the sample questions and activities below. When appropriate, include project volunteers, beneficiaries, and partners in your reflection activities.

Sample Questions:

- What inspires you to serve?
- What does service mean to you?
- Service is power because…

Your project and you

- How would you describe your connection to your community?
- What short and long-term impacts will your project have on your community?

Your project and your community

Your project and your future

- Which skills are you learning and demonstrating through this project?
- What interesting careers have you learned about through this project?

Sample Activities:

Blogs	Videos	Personal journal	Small and large group discussions
Poems	Interviews	Group journal	Photo essays or collages

"I want to do more. It was fun helping. Before this project, I was shy. I'm not anymore. Kids helping other kids is cool."

The Well Community Development Corporation – Hampstead, NC
YSA Grantee

"This experience enhanced my leadership and team building skills. It helped me to communicate to the community the significance and need to eradicate childhood hunger and obesity.…I have a vision and a dream to make a positive impact on our community. PHL members and I felt very happy to contribute to this wonderful project and hope that we can continue contributing to the needs of our community."

Preventica – A Healthy Lifestyle Club – Sugar Land, TX
YSA Grantee

Are you ready to plan a way to demonstrate and celebrate all that went into the preparation and presentation of your project – and teach others how to follow YOUR lead?

STOP

☐ Are you aware of how the project impacted you?
☐ Are you aware of how you impacted the community?

If you are aware of these impacts, then you are ready to prepare the final stage of your project.

Share outcomes and highlights and teach others how to replicate your project.

Congratulations! You used your passion to lead your community and make a difference.

What have you have learned and accomplished? How will you, your planning team, and volunteers share your program experience and excitement with others so that they can learn from you and get involved?

Sample ways to share project results:

- Create a blog or a video that features "before" and "after" pictures of the community.
- Host a Grand Opening event and invite community members to learn about your community garden, restored wetland, cleared trail, beautified park, etc.
- Give a presentation to your school board or your town council.
- Send a press release to local media, or write an article for the school or community newspaper.
- Post photos and project results on your project's Facebook page.

Sample ways to teach others how to replicate your project:

- Host a workshop for a group of your peers or community members explaining your project planning process.
- Create "how-to" guides and videos and post them on the YSA or Global Youth Service Day Facebook page or on websites like www.Instructables.com or www.Howcast.com.
- Present your project at a conference.
- Create an "FAQ" or "Q and A" section on your project's blog site.

STOP

Are you ready to share the results of your project?

Does your demonstration activity:

- ☐ Have a clear target audience?
- ☐ Use a presentation strategy that will engage your target audience?
- ☐ Include information about your project's impact on the community?
- ☐ Explain how YOU were impacted by the project?

- ☐ Inform others how they can get involved in this issue and take action?
- ☐ Teach others how to replicate your project?
- ☐ Acknowledge and thank all those who supported your project?

If you answer, "Yes," to these questions, then you are ready!

Celebrate your success and thank all supporters.

Your Celebration Plan: How can you recognize and thank all project volunteers, partners, and funders?

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Make plans to continue or expand your project.

Your Sustainability Plan: After your project, how will you expand and keep your project going over the long term, so that you can make an even bigger difference?

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Fork4Lyfe

"Along with gaining skills in team building, project management, organization, and event planning, I learned how important it is to be consistent in my efforts to serve my community."

D.O.V.E. c/o The Roosevelt House, Inc. – Douglasville, GA
YSA Grantee

Planting Seeds, Growing Healthy

"This was not one a one-time event, but rather an opening gate for a project that will survive for as long as people care to have fresh food."

The National Center for Appropriate Technology – Butte, MT
YSA Grantee

When and where can you do your project again?

How can other communities get involved?

How can you get more friends and youth involved?

Can you create and reach even more project goals?

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Baseline data: information about the status of the community need that you will collect at the beginning of your project. You can collect baseline data through research, observations, and surveys. At the end of your project, you will compare the baseline data to the outcome data from your project to see what an impact you made!

Budget: a list of expected sources of funding and planned project costs.

Community assets: human, material, financial or other resources or supports that are already in use or available in your community. Community assets can be people, associations or groups, places, businesses, institutions, organizations, events, or traditions.

Community need: a problem, condition, or issue in the identified community (school, neighborhood, or local/global community-at-large) that you plan to address through your project.

In-kind donation: non-monetary contributions, such as tools or food.

Logistics: the details of your project including project date and time, location, equipment and supplies, safety, and transportation.

Personal assets: your strengths, things you are good at and enjoy, such as your skills, talents, interests, knowledge, experiences, and traits.

Volunteer management: recruiting, supporting, and supervising volunteers to ensure that they have a rewarding experience and make meaningful contributions to the project.

YSA
YOUTH SERVICE AMERICA

Youth Changing the World

www.YSA.org

About YSA (Youth Service America)

Celebrating 25 years of youth changing the world, **YSA** improves communities by increasing the number and the diversity of young people, ages 5 to 25, serving in substantive roles. Through international campaigns such as Global Youth Service Day and Semester of Service; YSA grants and awards programs; and resources and training opportunities, YSA promotes a global culture of engaged youth committed to a lifetime of service, learning, leadership, and achievement.
For more information, visit www.YSA.org.

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