Top ten steps for conducting a service project

1. Select the community and population you wish to serve.
2. Select a service to provide your chosen community.
3. Select the site where you want to conduct the service project.
4. Get the whole club on board.
5. Set goals for the project, define responsibilities, and set timelines.
6. Meet with person in charge of the site to iron out logistics.
7. Promote the project.
8. Organize donated supplies and make a list of what needs to be purchased.
9. Carry out the project.
10. Evaluate.

Source: “How to Plan a Service Project,” Circle K International