



Community Service Project Planning Sheet

Club : _____ Coordinator : _____

Project : _____ Date : _____

Goal : _____

Tasks : _____ Who? _____ When? _____

Planning: _____

Preparations :

Permissions : _____

Budget : _____

Funding : _____

Insurance : _____

Risk Management Analysis : _____

Equipment : _____

Supplies : _____

Volunteers Involvement :

Tasks : _____

Time : _____

Publicity : _____



Community Service Project Planning Sheet

Follow Up :

Evaluation :

Thank Yous :

