

Georgia 4-H Service Project Planning

Describe the Issue – <i>What is the problem?</i>		Describe the Potential Outcomes - <i>Why is this project important? What will happen as a result of this project?</i>	
Project Preparation and Action – <i>In one or two sentences, summarize your project. When will planning happen? When will the events happen?</i>		Planning Team - <i>Who can help? How much time is needed to plan?</i>	
Use the space below to develop action steps	Date/Time/Location - <i>Where and when will it take place?</i>	Materials/Resources Needed - <i>What materials, resources or promotion are needed?</i>	Who - <i>How will volunteer helpers and stakeholders be recruited/engaged?</i>
Step 1.			
Step 2.			
Step 3.			
Step 4.			
Step 5.			

Evaluate the Project - *What was the impact?*