

Day-of Plan

This activity will allow members to:

- Assign responsibilities to each member for the day of the project.
- Think ahead about what will be needed for the day of the project.
- Collaborate as a club.

Materials needed:

- One Day-of Plan worksheet (print it at buildersclub.org/IDEA)

How to lead this activity:

The big service project day is almost here! At this club meeting, spend time going through all the project details and the responsibilities of each member.

1. Explain that the service project that you have been planning for so long can only be a success if every member participates and completes his/her responsibilities.
2. Explain that at today's meeting, the club will brainstorm everything that must be completed on the service project day. Then each responsibility will be assigned to a member.
3. As the club president leads the discussion and assigns roles, the club secretary should use the Day-of Plan handout to record each club member's assignment. Make sure that each member understands his/her role and where he/she needs to be at what time.
4. Close the club meeting by reviewing the assignments, answering any final questions and making sure the club has everything to complete the service project.

Be sure the club takes photos and takes notes during the service project. Use the Documenting the Process activity at buildersclub.org/IDEA.

Day-of Plan

Date: _____ Time: _____

Location: _____

ROLE	MEMBER	IMPORTANT NOTES