

Service Project Timeline and Supply Checklist

These activities will allow members to:

- Set deadlines.
- Collaborate as a club.
- Share ideas and practice accountable talk.

Materials needed:

- One Service Project Timeline handout (print it at buildersclub.org/IDEA)
- One Supply Checklist handout (print it at buildersclub.org/IDEA)
- Flip-chart paper
- Markers

How to lead this activity:

Your club now knows the details for the service project. It's time to create a timeline, determine a list of materials needed and assign responsibilities leading up to the service project.

1. Before the club meeting, write one of the following on each of five flip-chart papers:
 - a. 8 weeks before
 - b. 6 weeks before
 - c. 4 weeks before
 - d. 2 weeks before
 - e. 1 week before
2. Using the Service Project Timeline handout, write in the responsibilities that are listed under each category.
3. Place the flip-chart papers around the room where everyone can see them.
4. At the club meeting, explain that today will be a day of brainstorming all the details the club needs to figure out for the service project.
5. Start with the "8 weeks before" paper. Ask club members to shout out things that need to get done two months from the date of the service project. Write all ideas on the paper so everyone can keep track of what is being shared. If members disagree about including an item on the "8 weeks before" paper, circle it and tell the club that you will come back to it.



6. Repeat step 5 for the rest of the papers.
7. Go back to the “8 weeks before” paper and discuss each shared action item. If the club agrees that the action item needs to be completed eight weeks before the service project, the club secretary should write the responsibility on the Service Project Timeline.
8. The club should determine who is responsible for each action item and assign a deadline for the item.
9. Repeat steps 7 and 8 for the rest of the flip-chart papers.
10. Thank members for their hard work. Let the club know that you’re all on your way to completing a great service project!
11. After the meeting, club officers should meet to review the timeline. Work with club advisors to make sure no action items were missed.
12. Using the timeline as a guide, complete the Supply Checklist to determine all the materials the club will need to complete the service project.
13. Make copies of the completed Supply Checklist and share them with the club at the next meeting. Ask the club to check whether anything is missing from the checklist. Explain to members that this Supply Checklist will help the club create a budget for the service project.





Service Project Timeline

There are a lot responsibilities and tasks that need to be completed before your service project. Club members should work together to fill in the blanks in the timeline below to help your club stay on track.

8 weeks before our service project

RESPONSIBILITY	LEADER	DEADLINE	NOTES
Decide the date, time and location of our service project			
Invite our sponsoring Kiwanis club and other Kiwanis family clubs to join us	Club president		
Decide if we need to do a fundraiser	Club treasurer		

