

Do the Project

In this activity (featured in the *Service Toolkit*):

Congratulations! Your club is ready for the final step to execute the service project! Lead members as you discuss everyone's responsibilities and the project's details and capture it on the Day-Of Plan worksheet. This plan will keep you all organized as you go out and do service. Good luck, and don't forget to use all tools that you have completed for this step. Then, go confidently out there and do your Builders Club service project as a team!

This activity allows members to:

- Evaluate the service project progress.
- 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 per member
- Pens or pencils

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 you have been planning for so long can only be a success if every member participates and completes their 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 will fill out and keep the club's official Day-of Plan worksheet that records each club member's assignment. Make sure that each member understands their role and where they need to be and at what time.
4. Finally, the president will lead a **project planning check-in** with the club, asking the following questions:
 - a. Does every member have a role for the day of the service project?
 - b. Does every member know what his/her role is?
 - c. Does the club have all the supplies it needs to complete the service project?
 - d. Who can confirm that the sponsoring Kiwanis club and school administration been invited to participate in the service project?
5. Review the assignments, answer any final questions and make sure the club has everything it needs to complete the service project.
6. Close the club meeting by asking members to think first about their response to the following question and then to go around and share their answer: In one sentence, what is one thing you were thankful to learn or do during the planning of our service project.
7. Now, get pumped, get ready! Time to execute on all the preparation on Project day!

