

# Action Club Project Plan Worksheet – For Simple Projects



Name of Action Club: .....

Venue: ..... Date: .....

**Developing Project Ideas** (Problems / needs we see in our community. Feel free to use our project lists for more ideas. Get the members to make a list of the needs they see around them, and choose one that is especially important to them)

	<i>Problems / Needs</i>
1	
2	
3	
4	
5	
6	

**The problem or need we have decided to focus on is** .....

**What are some ideas for solving the problem** (Brainstorm ways that the children could help to solve the problem)

	<i>Ideas</i> (For example, plant 10 new trees at site A)
1	
2	
3	
4	
5	
6	



## Action Club Project Plan Worksheet – Simple Projects (Continued)



**People and groups we will need to contact** (For example other organisations)

<i>Name</i>	<i>Phone Number</i>	<i>Email Address</i>

**The goals we want to achieve through our project are:**

<i>Goal</i>	<i>Description</i> (For example, we want to increase the amount of composting done by our community)
1	
2	
3	
4	
5	
6	
7	

## Action Club Project Plan Worksheet – Simple Projects (Continued)



**Resources we will need for the project:** (What supplies will be needed to complete the project? Are there people or businesses willing to donate these items?)

	<i>Resource description</i>	<i>Contacts</i>	<i>Phone</i>	<i>Cost / Budget</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
	<i>Total Cost</i>			

(Do you need money to start your project? If so, how much? How can we raise the money? You may want to use our basic fundraising page for ideas)

**The date this project needs to be finished by is** .....  
 (How much time will it take to plan and carry out the project?)



## Action Club Project Plan Worksheet – Simple Projects (Continued)



Enjoy the project and don't forget to keep a journal of what happens. You could also take plenty of photos or make a film of the project. This will help you get publicity for your action club and for its projects, especially with the local press. This can be a great way to inspire others to either join your action club or start others. Besides, children especially love to see their picture in the paper. It's good practice to always make sure you have their parent's and their permission before you use any photos of them or give them to third parties like the press.

When the project is finished don't forget to thank the volunteers for their time and efforts.

### Reviewing and learning from the project when it's finished

It's often good for members to reflect on what they have done to really bring it home to them what they have achieved and learnt. Action clubs with children can create photo collages of the project, a scrapbook, drawings and paintings, a poem or an article for the local paper, videos and much more to help the project sink in. Sometimes it's just good to have a group discussion. Here are some questions to encourage a discussion.

How did you feel inside before you started the project?

What did everyone expect from the project and is that what happened?

Did we complete the work we set out to do?

Did the project solve the problem?

Did it make a difference to the community?

Can anything be done to solve the problem permanently?

Can the project be quantified; for example, funds raised, people helped?

Did we do enough research?

Did we have enough people?

What was the members' favourite parts of the project?

What would be done differently next time if anything?

What did everyone learn and what new skills did they acquire?

Any surprises?

What comments and suggestions did guests or other club members make?

How do you feel inside now the project has been completed?

What advice would you give someone doing this project for the first time?