



Better Group Project Planning

10 Simple Questions to a More Successful Project

There are many rewards and dividends earned through a well-planned and implemented community service project- team-building, unique learning opportunities, meeting real needs in the community, bridge-building, and, of course, good publicity.

When planning your next volunteer service project, ask yourself or these questions:

1. Will volunteers be excited about the project? Have you built in a "fun" or social component?
2. Does the project offer opportunities for volunteer leadership development, real learning, sharing, and friendship?
3. Have you set aside time for orientation, reflection, and evaluation?
4. Will the service be inviting, challenging, meaningful, valuable, and necessary?
5. Is there enough work for everyone to do?
6. Have you planned for contingencies? Is the project do-able within constraints of the resources (time, people, money, and expertise) available? Is there special training, orientation, paperwork, medical checks, fees, or background checks needed first?
7. Will it conflict with any other events in the community or on campus?
8. Is there a potential to build coalitions with other volunteer, civic, faith or corporate groups? Will it be open to, or will you tap into, specific populations?
9. Is it safe? Have you exercised "due care" to attempt to foresee any potential dangers and taken the necessary precautions? Are there waivers for everyone?
10. Will your volunteers understand their roles and responsibilities? Have you planned to orient them to their individual tasks?

City of Bloomington Volunteer Network

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