



## Sample 4-H Service-Learning Planning Guide

What Are You Planning to Do?	Who is Responsible?	Date to be Completed	Date Completed	Follow-Up Needed
<b>Why do you want to do this project?</b>				
<b>When and where will the project take place? (Date, Time, and Location)</b>				
<b>Who needs to approve the project or be contacted about it?</b>				
<b>What funds are needed to do this project? How will we raise the funds?</b>				
<b>What kind of publicity is needed? (flyers, newspaper)</b>				
<b>Celebrate and reflect: What went well? What could use improving? Who do we need to thank? (refer to Toolkit 31 for samples of Reflection Activities)</b>				