



# Part I: Creating Service Projects

## Prior to the Session

1. Orient yourself to the material you will be teaching.
2. Determine options for individual or group exercise when applicable.
3. Collect materials needed for activities – flipchart paper, markers; sticky-notes etc.
4. Cut apart quotes for warm-up – plan how to distribute them.
5. Prepare fun, unique ways to create partners and groups.



### Session Goals

Explore how to plan, lead, and implement a service project in a Rotary Club

Implement creativity and sustainability in Rotary Club projects

### Materials

Insert CSP-1: “Good to Know” Information for Creating Service Projects

Insert CSP-2: Service Project Questions

## Begin the Session

- Introduce yourself and session.
- Orient participants to the materials.
- Review session goals and where this course fits into the Service curriculum of RLI.
- Point out referenced materials and where to find them.
- Quickly review Insert CSP-1: “Good to Know” Information for Creating Service Projects.
- Share RI President’s quote to group.



## ***Warm-up: Howdy and a Quote***

**Prompt 1 – You each have a quote that is related to service. Find a partner (however you have chosen for them to pair up), exchange pleasantries and tell each other what you think about each other's quotes. After a moment, on my signal, talk with someone else. We'll stop after three (3) visits and return to our seats. Then we'll hear some thoughts and questions about your quotes.**

- After one (1) minute participants find a new partner.
- Repeat two (2) times more.
- Ask for volunteers to share some thoughts about what they shared with each other. Take two or three examples.
- Affirm the whole group's commitment to service as Rotarians.

## ***Brainstorming/First Steps (Gathering Consensus)***

- Pose the question "What are the FIRST STEPS in a NEW SERVICE PROJECT?"
- List on posted newsprint or whiteboard.

**Prompt 2 – You have been appointed to chair a committee to develop a new service project for your Rotary club. How do you start? Without deciding on a particular project or type, in the next 2 minutes decide the FIRST STEPS the team should take to develop your new service project. Record your thoughts on sticky-notes.**

Now we will list your thoughts. Call them out and I will record (or ask for volunteer to record ideas.)

- Make a list of the "steps" offered.

**Prompt 3 (Consensus Building) – We will now do some consensus building. Using the markers, look at the list. You have three (3) votes each. Put a slash mark by what you believe is the most important. You can use all three of your votes for one item or spread your three votes out giving one vote to each of three items. (Give the group time to put their marks on the newsprint or flipchart paper.)**

- Choose the three ideas that received the most votes.
- These are the ones that, through consensus, the group believes are the top steps needed when considering a new service project.
- Then what?



## ***Outlining a Business Plan***

- Propose any other item that might be overlooked in the above exercise. Then judge each of the potential projects by the following criteria:
  - Community need?
  - Realities? Practicality? Feasibility?
  - Who benefits? Who *does not* benefit?
  - Money, Time, Resources – human talent, volunteers, alternative funding
  - Club and Community buy-in
  - Fit with club identity, mission, other projects?

## ***Group Activity: Create Your Service Project***

**Prompt 4 – Your choice of project is key. It is important to your club, your members, your community and to the people benefitted by the project. Planning and building consensus are vital aspects of any successful service.**

- Divide into groups of three (3) or five (5)
- In groups, brainstorm a project idea that incorporates one (1) of Rotary's Areas of Focus. (You may need to review the Areas of Focus)
  - Peace and Conflict Resolution
  - Maternal and Child Health
  - Water, Sanitation and Hygiene
  - Disease Prevention and Treatment
  - Basic Education and Literacy
  - Community and Economic Development
  - Supporting the Environment
- Briefly describe the project

**Prompt 5 – Your committee now must choose an actual project idea. It does not have to be Rotary Foundation project eligible. In the next three (3) minutes, agree on an idea for the new project. Choose a recorder and reporter. Write a 3-6-word descriptive title for your project.**

- Each group lists their project on a posted newsprint.
- Give each an opportunity to describe their project.
- Repeat the consensus building exercise, above.
- Choose the top vote getter as "Project in a Box."



**Prompt 6 – Now we have our project. All successful service projects need a plan. We will now create a plan for our ‘chosen’ project.**

- Form four (4) groups.
- Assign one of the following parts of project planning to each group.
  - Funding & Partnerships
  - Publicity
  - Gaining support of club members and the community
  - Procedure & Timeline
- Each group’s task is to develop their part of the project plan for the ‘chosen’ project.
- Have each group summarize their findings on newsprint.
- Post sheets around the room and do a Gallery Walk so all groups can review the others’ work.
- Summarize key findings of the group. Share results.

## ***Making a Plan***

**Prompt 7 – In the next five (5) minutes, develop your part of the project plan for the “project in a box”, listing it on your newsprint for others to view. Post your newsprint. Walk the room and view other groups’ results.**

**Prompt 8 – Have the groups share the results.**

## ***Debrief and Summary***

- Share group results.
- There is no one way to do project planning, development, and management.
- Needs are everywhere. Anyone in a club can suggest, promote, and engage in service activities. Rotary has significant published, and people resources available to help.
- Most service projects are NOT Rotary Foundation related. However, the Areas of Focus are still a relevant consideration in project planning.
- Rotary, founded upon “Service Above Self,” is, at its core, a “serve” organization, and it is important for membership and club identity to engage in meaningful service on a regular basis.
- Meaningful service opportunities are the reason many Rotarians join and stay in Rotary.



## ***Reflection (As Time Allows)***

- Conduct an open discussion by reviewing the plan for “outside the box,” creative alternatives or additions to the project.
- How can you make it ‘bigger, better and bolder’?