

COMMUNITY SERVICE

A STEP-BY-STEP GUIDE

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01. CHOOSE AN AREA OF INTEREST

Choose Between

- Donation
- Fundraiser
- Volunteering

02. DECIDE ON A SPECIFIC PROJECT

- This idea should fit under the area of interest chosen above.
- Ex: fundraiser --> bake sale
- Make a rough outline/plan



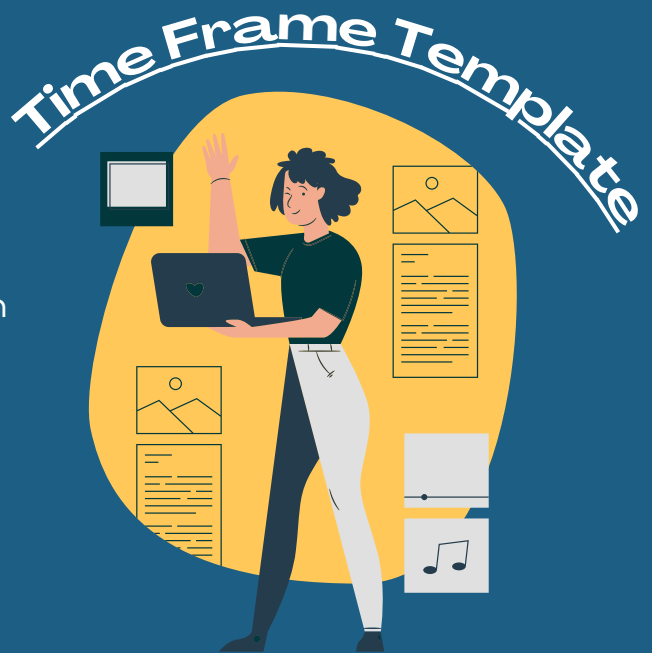
03. OBTAIN ADVISER AND SCHOOL OFFICIAL APPROVAL

- Use the created plan to present



04. TIME FRAME AND ROLES

- Organize a time frame for the project
- Know what needs to be done by when and by whom
- Assign at least one member to each category: promotion, logistics, and managing money/supplies



05. PROMOTE/CONTACT

- For Donation --> Advertise event to the entire school community
- For Fundraising --> Contact organization/foundation to whom the funds will go to and school community
- For Volunteering --> Contact organization you want to volunteer for and school community



06. EXECUTE

- Enjoy your event!
- Make sure to take pictures and advertise it on social platforms
- At the conclusion, reflect on the planning process and event. What lessons were learned?

