



Community Service Planning Worksheet

Use this worksheet during your officer meetings to plan community service projects. Once complete please add event details to your Best Buddies Online chapter portal!

Community Service Project name: _____

Date of Project: _____ Time: _____ Location: _____

Planning Committee		
Name	Role	Contact Information

Budget Questions to Answer:

- Are we able to get any part of the project covered through donations?
- Can we apply for a grant since it is a community service project?
- Do we have chapter funds to pay for the materials/project needs?
- Will we approach the school or community to cover materials needed for the project?

Project Logistics to Determine:

- Do members need permission slips to participate? Who will be providing transportation to/from the project?
- Who will benefit from this project?
- Is this project part of Global Youth Service Day, Eunice Kennedy Shriver Day, or Spread the Word, Inclusion, or Best Buddies Month? How can you plan to ensure you are including these initiatives?

Community Service Project Budget		
Item	Proposed Cost	Actual Cost
Total Expenses:		

Meeting Notes: