

FFA.org/LivingToServe

SERVICE PLANNING GUIDE



NATIONAL FFA
LIVING TO SERVE



HOW WILL YOU SERVE YOUR COMMUNITY

To create and carry out the best service project possible, include these four steps and use this guide to navigate along the way!

1 INVESTIGATE

To determine how you can best serve, you must find out what your community needs most. By investigating issues facing your community and what causes those issues you ensure that you maximize the impact of your project!

FIND YOUR TEAM

DETERMINE THE NEED

CHOOSE YOUR PROJECT

2 PLAN

For a successful project, set goals and break down each piece of what needs to be accomplished.

SET S.M.A.R.T. GOALS

BRAINSTORM COMMUNITY PARTNERS

CREATE A TIMELINE

DETERMINE ACTION STEPS AND MATERIALS

OUTLINE PROJECT PLAN

3 SERVE

Put your plan into action and serve your community!

PROJECT TIPS

4 EVALUATE

Throughout the project, track your progress and gather results. When the project is complete showcase your impacts, celebrate meeting your goals and recognize partners.

REFLECT AND GATHER RESULTS

TELL YOUR STORY

1 INVESTIGATE

date: _____

What are some possible solutions?

FIND YOUR TEAM

Depending on the size of the project, you may need people to help you.

Are there other FFA members or friends who would want to help you serve others?

Are there adults who may be helpful when planning your service project?

CHOOSE YOUR PROJECT

What is already being done to fix the problem in your community?

DETERMINE YOUR NEED

Community issues can be complex and need to be investigated.
Take a look around your community and ask questions.

NEED:

What is one problem or challenge that faces your community?

How will you (and your team) use your leadership skills and agriculture knowledge to make a difference?

Why does that issue exist?

1

2

3

CHECK OUT THE NEEDS AND RELATED IDEAS ON PAGE 11

SET S.M.A.R.T. GOALS

When planning a service project, it is very easy to become activity-driven—focused on the tasks at hand rather than the overall outcome. Writing goals that are measurable will help guide the planning and give you the ability to measure success.

S.M.A.R.T. goals are:

Specific – Who? What? Where? When? How?

Measurable – Can we measure progress?

Action Oriented – Does it outline what we have to do?

Realistic – Can we get it done in the timeframe?

Time-bound – When will we accomplish this?

How will you know if the project was a success? Fill in the statements below to create a list of the goals to measure the impact of your project.

The _____ *(chapter name)* FFA chapter will have _____ *(#)* people be part of our service project. This includes all FFA members and other youth and adult volunteers who help with the project.

Each project participant will volunteer _____ *(#)* hours.

_____ <i>(#)</i>	X	_____ <i>(#)</i>	=	_____ <i>(#)</i>
Average Hours Each Person Volunteered		Total Number of Volunteers		Total Volunteer Hours

Our project team will _____

(determine a goal you can measure specific to your project)

Example goal: Our project team will build 30 bat houses by the end of the school year (May 30).

BRAINSTORM COMMUNITY PARTNERS

What resources are available to help your team with the project? This activity can help you think about and locate the “people” resources in your community. Businesses, schools, churches, organizations and governmental bodies might be able to help you select a community need and provide resources to help. List potential partners in each section and the type of support/resources they can provide.

TIP: Don't forget to tag your community partners in your social media reports! Include photos, locations, relevant hashtags and of course, **#LivingToServe**.

Government + Elected Officials	Business (For Profit)	Law Enforcement	Healthcare
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POTENTIAL PARTNERS AND RESOURCES

Media	Universities + Community Colleges	Other Teachers	Community Agencies (Nonprofit)	Parents
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DETERMINE ACTION STEPS AND MATERIALS

Tasks that need to be completed		Who is responsible?	Materials/Supplies needed	Date to be completed

OUTLINE PROJECT PLAN

S.M.A.R.T. GOALS

- _____ Number of people
- _____ Number of volunteer hours
- _____ Number of _____
(determine an outcome you can measure specific to your project)

COMMUNITY PARTNERS

- 1
- 2
- 3

OUR SERVICE PROJECT IS:

Four major tasks to complete

- 1
- 2
- 3
- 4

ACTION STEPS

- 1
- 2
- 3
- 4
- 5
- 6

MATERIALS + SUPPLIES

REVIEW PROJECT TIPS

Think you are ready to serve? Have you considered these?

Before serving...

- Let the community know about your project.
- Contact and invite the media.
- Make sure everyone knows what is expected of them.
- Brainstorm types of problems that may occur and how you will address them.

- Manage FFA members and volunteers throughout.
- Provide a welcome and kickoff for everyone.
- Monitor the schedule to stay on track.
- Close out the event/work day(s).
- Interact and get to know the people you are serving or those serving with you.
- Acknowledge and thank volunteers, community partners and the service site.
- Take pictures or video to document progress.

While serving...

- Arrive early to ensure everything is ready to go.
- Wear items (T-shirts, etc.) to let others know you are a part of FFA.

HAVE FUN!

After serving...

- Meet with the planning team to review the schedule.
- Distribute a list of contact numbers to your group so that everyone knows who to contact if something goes wrong.
- Coordinate the check in of FFA members and volunteers.

- Recognize volunteers, community partners, the service site or anyone else who helped make your project a success.
Example recognition: Send thank you notes.
- Evaluate the success of the project.

4 EVALUATE

date: _____

REFLECT

Throughout your project, reflect on the progress toward meeting your goals and gather results.

During the project...

Are we on track to meet our goals?

If not, what steps should we take to make sure we meet our goals?

After the project...

Did we meet the goals we set for our project?

Find these on [page 6](#).

What went well with the project that we would keep the same if we did it again?

What would we change about the project if we did it again?

TELL YOUR STORY

Communication is an important piece of your project to gain support, share impacts and inspire others to take action. The more times the message is heard and seen, the better.

When should you tell your story? Throughout the entire project!

1 month ahead of the project...

Who needs to know about the project?

Do you need to recruit volunteers or resources?

Report about your efforts on social media.

Document your preparation with photos.

On service day(s)...

Use social media (Twitter, Instagram, Facebook) to alert followers that today is the big day!

Document the event with photos, and if possible, video.

48-72 hours after the event...

Send a post-event release with photos to your local newspaper and any local newsletters. Include impacts of the project.

Thank everyone who helped.



Post stories and pictures to facebook.com/nationalffa



Tweet results and pictures @nationalffa using #LivingToServe



Tag pictures with #LivingToServe

PROJECT CONTACTS

Name	Email	Phone Number
National FFA Living to Serve Team	Its@ffa.org	317-802-6060

Address	Notes



USE THESE IDEAS TO HELP YOU GET STARTED

AND DON'T FORGET...



Post stories and pictures to [facebook.com/nationalffa](https://www.facebook.com/nationalffa)



Tweet results and pictures
@nationalffa using #LivingToServe



Tag pictures with
#LivingToServe

COMMUNITY SAFETY

NEED: Emergency Preparedness

- 1 Work with families to create emergency plans.
- 2 Clean up areas affected by a natural disaster.

NEED: Farm Safety

- 1 Partner with farmers to map land for emergency responders.
- 2 Host a farm safety day for the community.

HUNGER, HEALTH + NUTRITION

NEED: Rising Obesity Rates

- 1 Host healthy cooking classes.
- 2 Organize a community-wide walking challenge.

NEED: Access to Healthy Foods

- 1 Collect and donate produce left in gardens/fields after harvest (gleaning).
- 2 Start a weekend backpack program.

ENVIRONMENTAL RESPONSIBILITY

NEED: Wildlife Conservation

- 1 Build wildlife habitats.
- 2 Raise and release salmon into the wild.

NEED: Increasing Landfill Usage

- 1 Hold a community-wide electronics recycling collection.
- 2 Compost school food waste.

COMMUNITY ENGAGEMENT

NEED: Neighborhood Improvement

- 1 Adopt a “grandfriend” and help with home and yard chores.
- 2 Clean up vacant lots.

NEED: Inclusion and Diversity

- 1 Map your town’s accessibility for those with special needs.
- 2 Hold “Mix It Up at Lunch” days to get students to sit with someone new.

FFA.org/LivingToServe

FFA MISSION

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FFA VISION

Students whose lives are impacted by FFA and agricultural education will achieve academic and personal growth, strengthen American agriculture and provide leadership to build healthy local communities, a strong nation and a sustainable world.

THE AGRICULTURAL EDUCATION MISSION

Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber and natural resources systems. The National FFA Organization is a resource and support organization that does not select, control, or supervise state association, local chapter or individual member activities. Educational materials are developed by FFA in cooperation with the U.S. Department of Education as a service to state and local agricultural education agencies.

The National FFA Organization affirms its belief in the value of all human beings and seeks diversity in its membership, leadership and staff as an equal opportunity employer.

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