



Helping PEOPLE, COMMUNITIES and the PLANET

MAKING IT HAPPEN ACTION KIT

YOU'RE ABOUT TO ORGANIZE A SERVICE PROJECT AND
MAKE A DIFFERENCE IN YOUR WORLD – WAY TO GO!

Your service project is a great way for you to be a leader in your school, family, or neighborhood while making a difference in your community!

This action kit, created by Disney's Friends for Change and YSA, will guide your project planning and organization, and help you Make it Happen!



5 WAYS TO MAKE IT HAPPEN

1

GET READY TO GET ORGANIZED!

The key to a successful service project is good preparation and LOTS of planning:

- *The Earlier the Better:* The bigger your goals, the more details you plan to include in your project, or the wider your outreach, the more time you will need to plan and organize. It's never too soon to get started.
- *Teamwork is Key:* Do a quick check-in to make sure that everyone shares the same goals, strategies, and outcomes. Remind everyone how individual roles and task assignments fit together, and that teamwork will make the project a success.

TIP:

To help you get a good picture of everything that is involved in your project, and to stay on track and on time, set due dates for each task on your list. Assign and share these with all the Friends for Change who are working with you.

2

CREATE A PROJECT TIMELINE!

Creating and following a timeline will help you complete all of your project tasks on time. Here are a few ideas on how to create a schedule so that you aren't rushing to complete everything at the last minute:

- Make a master checklist for *all* tasks that may need to be carried out for your project, assigning them to your team members. Review the master checklist regularly in the weeks leading up to your event.
- Make a second master checklist of *all* supplies you will need. Plan enough time to ask for donations, purchase supplies or materials, or get them ready and available for your project.
- Prepare a detailed project budget that includes the quantities and costs of everything you will need.
- Plan to walk-through the project site a week or two before your event. Locate bathrooms, parking and transportation options, and look for any potential safety concerns.
- If you're planning a large-scale celebration or kick-off event, begin at least two months in advance to invite any special guests, or to reserve a special location for the event.

3

DAY-OF-EVENT PLANNING!

You've been planning your project for weeks, and today is the big day! So now what?

- Together with a few members on your Friends for Change planning team, walk around your project site before volunteers arrive, to make sure that everything is ready.
- Prepare a detailed schedule for your project day, so that everyone knows what to expect.
- Register and check in all volunteers. Provide easy-to-understand instructions on what they will be doing, and how they will help make a big difference in their community.
- Depending on the size of your event, assign team members to be problem-solvers throughout the day.
- Distribute all project materials and supplies before the start of your event. Clean up and recycle any unused materials at the end of your event.
- Assign a team member to greet local celebrities, VIPs, public officials, and media. Encourage your team members to share how their participation is starting a chain reaction to help improve their community.

TIP:

Plan to decorate your project site with banners, balloons, posters, and streamers. Remember to include sponsor logos on banners and posters, and recognize all those who provided you with donations.

NOTES AND PROJECT IDEAS



4

HAVE FUN AND CELEBRATE!

Today's the day you've been waiting for; it's time to do your project!

- **Stay on Track:** Refer to your timeline to make sure that you start and end on time, and that everything you've planned is completed.
- **Honor your Volunteers:** Thank everyone who helped you create, plan, and organize your project. Present them with a certificate or host a volunteer celebration at the end of the event.
- **Kicking it Off:** Acknowledge the sponsors who helped support your project with funds or with donated materials, supplies, and food. Thank everyone for coming to your event; explain the reason for your project and how it will make a difference in your community.
- **Go with the Flow:** Even the most carefully planned project can come up against an unexpected challenge along the way. Remember to stay positive. Keep your focus on the final goals and outcomes.
- **Say Cheese:** Take pictures throughout the day. Include a group shot at the beginning/end of your project to highlight the amazing work you and your Friends for Change are doing in your community.

TIP:

Share your excitement about your project using social media to post pictures and spread the details about your event and its activities.



All of your hard work and planning has paid off; your event was a huge success and everyone can't stop talking about it!

- Write an article about your event, highlighting the issue your project tackled, and the changes you made in your community. Submit it to your local newspaper or post as a blog entry. (Always remember to get your parent or guardian to give you permission whenever you reach out to media.)
- Record a video of your event and post it on a video sharing site, like YouTube or Vimeo. (Remember that if you are under 13, talk to your parent or guardian before accessing these sites.) Share your video with your elected officials, teachers, and local businesses and community organizations.
- Host a community day and share the results of your project with your friends, family, teachers, neighbors, elected officials, and local media.
- Share your photos, videos and reflections (quotes, what you learned, something really exciting that happened) on social media sites. Tell others how you changed your community, and how they can become Friends for Change and help their communities, too.

We know you're working hard to make a positive lasting change in your world! Thanks for all you do and for inspiring others to take action, too!

NOTES AND PROJECT IDEAS

This image shows a blank sheet of white paper with horizontal green lines for writing. The lines are evenly spaced and extend across most of the page width. At the very top and bottom edges, there are decorative green curved borders that frame the white area. The overall appearance is that of a clean, unused notebook or worksheet.