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**Group Leader’s Checklist – What to do and when to do it**  
 (All italicized items can be downloaded from [www.theh2oproject.org](http://www.theh2oproject.org).)

**1. Prepare.**

- Copy and distribute the *Letter to Parents* if youth are participating.
- Print and display *posters, brochures, or bulletin inserts*. Let your group know what’s coming!
- Buy disposable **cups** (for holding cash) and affix *cup labels*.
- Print *scorecards*.
- Order *wristbands*.

**2. Week one.**

- Read the *Introduction Comments*, then play *Video-Week 1*. (running time 6 minutes)
- Distribute **cups, wristbands** and *scorecards*. Ask those who are going to participate in the project to put on their wristbands and begin right now.
- Make water your only beverage for two weeks, and to keep track of the money that saves.

**3. Week two.**

- Show *Video-Week 2*, using comments from the *Introduction Comments* page.
- Print and distribute *brochures* or *scorecards* as a recap of the project.
- Ask that donations be brought in next week.

**4. Follow-up.**

- Have everyone empty their contributions into a **bag** or **bucket**.
- Give out “I Gave Water” *stickers* or choose an idea from the *Celebrations* page.

**5. Remit and report.**

- Count your funds. Tell your group how much they raised. Remember, as little as \$1 can give someone clean water for a year. \$100 can give someone water for a lifetime!
- Fill out a *feedback form* on line (or on the back of this page) and a *remittance form*. (also on back.)
- Make out your check to Water for Sudan, Inc.
- Send it all to The H2O Project: 4008 Louetta Road # 283, Spring, TX 77388-4405
  1. any unused or reusable supplies
  2. the *feedback and remittance form*.
  3. your donation.

Date _____
PAY TO THE ORDER OF: <b>Water for Sudan, Inc.</b> \$ Amount of Donation _____ dollars
FOR: <b>The H2O Project</b>



Send this form with your check directly to The H2O Project:  
The H2O Project, 4008 Louetta Road #283, Spring, TX 77388-4405  
Be sure to make your check out to Water for Sudan, Inc.

Your Name/Organization:	
Your Address:	
City, State, ZIP:	

**Give us your feedback!** We'd love to know how it went.

(Or use our online feedback form: <http://www.theh2oproject.org/feedback.html> )

Contact Name/Organization \_\_\_\_\_

City/State \_\_\_\_\_

Email \_\_\_\_\_

SO HOW

How many *attended* the presentations? \_\_\_\_\_

DI SO HOW

How many *participated* in the project? \_\_\_\_\_

DID IT

GO?

How much money was raised? \$ \_\_\_\_\_

Did the project benefit your group spiritually? If so, how?

Would you consider participating in The H2O Project again in 1-2 years? Yes / No  
Why or why not?

What would make H2O a better program?

*What more can you tell us? Send us photos, comments, questions, and quotes. We want to know (and to be able to share with others) what The H2O Project was like for you!*