

SERVICE PROJECT

Your Service Project must demonstrate “Christ present in the world today” for others and provide service to a worthy institution or individual. This may be a church, school, or other institution within the community. You should try to choose a project, which is valuable to the community and a challenge to you. It does not have to be an original idea, but you must do all of the planning, advertising, formation, collecting, gathering, delivery and follow up report for your project with your sponsor.

The project may not be routine labor (like cutting the grass at the church or picking up trash along the road. Fundraising is only permitted to obtain money to pay for materials you need for your project. The project may not be a fund-raiser in itself. Your project workers may include other members of your Confirmation class, or may be done entirely by yourself, if you choose. The entire class will not participate in one project. You may do it with one or two other members of your class.

Your sponsor must serve as your project advisor. Your sponsor can help you choose a project, help you determine what needs to be done in planning it, executing it and completing it. **On November 1st your outline of the project must be submitted** to The Director of Youth Ministry for approval.

It is nice to do projects for your own church; it is not at all required. Project ideas can be found in many places: in the newspaper, at church, at school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interests you. You should not spend much time actually planning a project until you have talked the idea over with your Sponsor and then the Director of Youth Ministry. Once the idea and detailed project plan is approved, you can begin the actual work.

The final report: After the project is completed please submit a detailed report of the project. Include decisions for doing this project, who you contacted to begin the project and why, where the project takes place, who the project benefits. What advertising you did and volunteers you recruited to help with the project. Include any follow up you did and how successful the project was. Lastly, please make sure you put your own comments on how you felt the project helped you become more Christ like to the greater community.

The project cannot be for the benefit of a business. Not benefiting a business is straightforward, since that is a commercial enterprise. You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. There are many internet web sites devoted to Service Project ideas. Use an Internet search engine to search for "Service Projects."

A small percentage of Service Projects involve building something that is relatively permanent. However, **you are not required to build a permanent structure.** You may choose to do service for a particular group, or present an entertaining or educational program. Each type of project has its own challenges and value. In all cases, remember that you are to show “Christ present in the world today”, so you must involve enough other people to accomplish that. Painting the ceiling of the Sistine Chapel (like Michael Angelo did in 1508-1512) alone would not be a valid Service Project.

You may choose a project where you would work closely with an established community organization; an organization that's mission is to benefit the community on a continuing basis. Examples are blood banks, food pantries, women's shelters, Habitat for Humanity, anything from Catholic Social Services or the United Way. These can be the basis for great Service Projects, however, there are some challenges you need to be aware of. Since these organizations are already in place and have developed processes and procedures they have found work best in their particular area of interest, you may find it more difficult to establish yourself as a true leader. If you would like to do a project to support a community organization like this, make sure you can define your leadership role. You may also want to verify with your Sponsor and Director of Youth Ministry that they will accept such a project before you spend too much time developing a detail plan.

Another issue to keep in mind when choosing a project is what becomes of your project once you have submitted your final report. Consider how you will handoff your project plan so others can follow-up and keep your good idea going.

First Plan, Write up & Final Report for Director of Youth Ministry.

After you have talked over possible project ideas with your Sponsor and chosen the right one for you, it is now time to begin the detail planning and initial write-up, which will be submitted to the Director of Youth Ministry for approval. Remember, you cannot begin actual work on the project until it is approved by the Director of Youth Ministry, but there is a lot of planning to be done before you get that far.

The project plan must be typed on a typewriter or computer. While this is not an English paper, you should use your best grammar. You should always start with an outline with the following headings, then work your way through each area and discuss each topic as it relates to your project.

As you decide how much detail to include, try making a goal that in your absence, a friend or another Confirmation Candidate could successfully work the entire project, doing only what was written in the original project plan. Just do your best.

A - Project Description: Briefly (approximately one to two paragraphs) describe the project. This section should not include any details; those will come later. Address this section as though you were telling a friend what you were going to do.

B – Who will benefit: Name the group or organization that will benefit from your project and how your project will benefit them. Do not describe the project again, just focus on the benefit of the project. You should also work with an official of the institution in planning the project.

C – Planning Details: This is the heart of the project plan and the area that will require the most work. The plan should include all details needed to carryout the project. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted, if not needed.

Present Condition: Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project or how it will be in the future, but focus on creating a word picture of how things are now. If you are organizing a canned food drive for the parish to benefit Saint Francis House, you need to relay what their current status is now and how many families they are able to serve each day. Remember, the Director of Youth Ministry does not know what your service project looks like, so they cannot understand why it is important unless you show and tell.

Plans: If your project is to build something, you will need detail plans or drawings. These are like a blue print. Explain how the plan will be executed. If your plan is to present an educational program, include how the plan will be implemented. If you are organizing a parish, school or community wide event, provide details on how it will be advertised, organized and executed.

Scripts / Program Outlines: If you chose to put on an educational or entertaining program for an authorized group, you should include the program outline, to include the times each activity is allotted. If a script is required for your participants to play their individual parts, that should also be included here, as well. You may not have the final script worked out before submitting your plan for approval, but you need to have a detailed outline of the script to show what is being presented.

Written / Printed Information: If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy each in the plan. This should also include any and all advertising flyers or announcements. These should be included as attachments to the final write up.

Schedule: A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a chart or calendar with the times listed.

All Final Reports are due April 1st