

# BUILD YOUR OWN IN-DEPTH SERVICE PROJECT

## High School

*Check your Resource Library to find Tools, Videos, Project Ideas and a list of potential Service Organizations.*

*If your meetings are online, be sure to notify parents in advance about any materials needed so club members have supplies ready.*

**It is important that clubs follow along with the monthly topic as well. Visit your Resource Library for templates and sample plans that include Check-In, KM365 Tool, and Topic Introductions.**

Use the following as an outline to plan your club meetings for the year. Club leaders will need to meet more often to plan and prepare for each meeting.

1. **Introduction** Take time to introduce KM365 and your leadership to new members and welcome back returning members. Let members know that this year, your club will be working with fewer partner organizations (one per quarter, semester, or school year as you decide) but will be providing much greater depth of support to those organizations.

Facilitate a conversation with the club to choose partners. Offer copies of the [Service Organization Ideas](#) for club members reference. You may feel connected to an organization you've used in the past and wish to partner with them this year. Club members may also have ideas of local organizations/groups/individuals in need of support.

Come to consensus as a group to determine who to help. Please remember the concept of **“Community With”**. This means that you will work very closely with the organization and the population they serve in order to allow them to tell you how their needs can best be met. This involves actively listening to the people in need and hearing how they define their needs and would like to be supported. This is different from Community For projects where we decide how we will help someone.



## Your Notes

HOMEWORK FOR CLUB LEADERS: Reach out to your chosen organization to schedule a speaker for your next meeting. Explain to them that you wish to build a project together that will serve the needs of their population and you'd like them to join your next meeting to walk club members through their current needs and to brainstorm how the club can help.

2. **MEETING THE ORGANIZATION** At this meeting, you will be joined by your partner organization.

Leadership team should make sure speaker(s) have all needed details to join in: in person (time to arrive, where to park, where to check-in, whom to ask for upon arrival, contact phone number for club leaders) or virtual (dial-in numbers and times, back up phone number to text/call in case they have difficulties joining)

Ahead of the meeting, share links to the organization's website if available, and ask club members to come prepared with any questions they may have.

Allow speaker time to introduce themselves and the organization and explain what their current needs are. Then work with the speaker to brainstorm ways that your club can support them. This may include a handful of smaller projects monthly, an in-depth project over the course of the quarter/semester/year or a combination of both.

Once the projects have been decided, the club needs to identify what needs to be done. Break the project into tasks and choose members to be responsible for overseeing those tasks. Determine due dates for tasks and how each will be accomplished.

Provide details on your project(s) and timelines to school administration.

***Encourage club members to start and keep a journal about their experiences working with the organization this year. It will help them document all that they've accomplished and reflect upon the impact their service has had on themselves and others.***

3. **PROJECT WORK** Each of your remaining club meetings should be focused on completing your project(s). Some groups may meet in between monthly club meetings to prep tasks or to do project work on-site with the organization. Club leadership should have regularly scheduled conversations with all task team leaders to make sure all promised tasks are completed and to adjust timelines if necessary.

Club leaders should communicate at least once a month with your contacts from the service organization, keeping them apprised of all relevant details and being open to any changes that the organization may need to make. You may wish to have them pop-in to a few meetings throughout the year for in-person support.

Use your club's social media to post updates and celebrate accomplishments. Be sure to share the same with your school administration, school community and KM365.

4. **WRAP UP/Reflection** When you've completed your project(s) for the term, be sure to invite your organization back to thank them and to hear from members how working with the organization has impacted them. What did members learn about the population being served? What did they learn about themselves through the process of helping this organization? How will club members act differently in the future as a result of this experience? Grab your [Reflection Questions](#) for ideas.

**REMINDERS:** Visit your Resource Library to grab the monthly topic, check-in activity, KM 365 tool, and KM365 monthly topic introduction. Please complete your Ambassador [monthly reporting](#)! Keep your Faculty/Staff support and school administration in the loop at all times. Have an amazing year!