

Service Project Checklist

Revised 4/12/2019

Trigger: For each service project our club participates in.

Service Project Planning			Date	Proc
<input type="checkbox"/>	Solicit volunteers for the service project <u>Ideas:</u> Send an email via our District 6900 website; announce the service project each week at our Regular Rotary meetings	Service Liaison	At least 3 wks b/f project	n/a
<input type="checkbox"/>	Perform a service spotlight at a regular meeting We are incorporate a 2-5 min service spotlight at every Regular meeting; Service Chair can also give spotlight if you email her details below. <u>Format:</u> <ul style="list-style-type: none"> A description of the project Why our club has chosen the project What impact the project has on our community – locally, nationally, int'lly Any other details you wish to share to help our members better understand how this project furthers the Rotary purposes 	Service Liaison	At least 2 wks b/f project	n/a
Service Project				
<input type="checkbox"/>	Take a group picture of everyone who participated during the project <u>Note. This is critical.</u> We have to report to District 6900 and RI the number of members who participated in service projects. A picture will help us document who all participated.	Service Liaison	During Project	n/a
<input type="checkbox"/>	Include these details with picture (see <u>Service Project form</u> attached): <ul style="list-style-type: none"> <input type="checkbox"/> A brief description of the project <input type="checkbox"/> Number of people who participated <input type="checkbox"/> Time frame of project (i.e. 10 am to 1 pm) <input type="checkbox"/> Total # of service hours (i.e. 4 people x 5 hrs = 20 hrs) <u>Note:</u> District 6900 and RI requires us to report these metrics on every service project. By providing this information, you will make this process much easier.	Service Liaison	During or immediately after project	n/a
<input type="checkbox"/>	Send group picture and Service Project Form to <u>both</u> the Service Project Chair and Public Image Chair (for social media posting) <u>Suggestion.</u> Pull picture up on phone and forward by email from phone immediately after taking picture.	Service Liaison	During or immediately after project	n/a
<input type="checkbox"/>	Update Club Service Project with service information	Service Chair	Within 30 days after project	n/a
<input type="checkbox"/>	Submit project on Rotary Showcase via Rotary International website	Service Chair	Within 30 days after project	n/a

Service Project Form
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Thank you for spearheading a service project! Feel free to contact me at 770-971-4633 with any questions. Make sure to include a **group picture** of everyone who participated. Please complete the following and along with the group picture, send to me at mdeschool@gmail.com and Erica Ramsey at Erica.bowan306@gmail.com.

<i>Service Liaison</i>		
<i>Service Project Name</i>		
<i>Service Project Date</i>		
<i>Service Project Timeframe</i>		
<i>Project Description</i>		
<i>Rotary Area of Focus (select one)</i>	<input type="checkbox"/> Peace & conflict prevention <input type="checkbox"/> Water & sanitation <input type="checkbox"/> Disease prevention & treatment	<input type="checkbox"/> Maternal and child health <input type="checkbox"/> Basic education & literacy <input type="checkbox"/> Economic & community development
<i># of Rotarians Participate</i>		
<i>Total Rotarian Volunteer Hours</i>		
<i># of non-Rotarians Participate</i>		
<i>Total Volunteer Hours</i>		
<i>Name of Rotarians who Participated</i>		

Quick Tip:

Use your phone to take a picture of the completed service project form (or simply text me the information). Along with the group picture, follow the steps below on your phone. This will make it easy for you to send the information.

