

12 Step Written Plan ~

Renaissance Academy Commencement Project

Name:

Project Title:

Step 1: Choose Team Members

- Mentor:
- Advisor(RA):
- Senior Project Coordinator:
- Other:

Step 2: Research a Topic – Problem in the Community



Step 3: Define personal connection – What do I have to offer this cause?



Step 4: Establish a Goal or Mission

(Specific, Measurable, Attainable, Realistic, and Timely)

- To

Step 5: Ask Questions

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Step 6: Design Activities, Create Timeline, Assign Roles

Learn about (Research)...

Research existing projects

Action	Who	When	Where

Step 7: Publicize efforts

Action	Who	When	Where




Step 8: Collect Information, evaluate the plan and create a contingency plan



Step 9: List Materials and Costs

Item	Quantity	Where	Estimated Cost






Step 10: Establish Funding for the Project

-  Individual Donors
-  In Kind Donations
-  Fundraisers

Name	Phone	Person Responsible	By When	Amount

Step 10: Ask for help – Take the Initiative – Look to your team for help

Step 11: Reflection and Journal

-  Digital scrap book – Personal Reflections
-  Answer original questions
-  Save copies of action plan, brochure, letters, announcements
-  Photographs of each action
-  Answer the following
 - What did I learn from each action?
 - How did this experience affect me?
 - How will we bring about long-term change?

Step 12: Celebrate – Any personal effort should be rewarded with a simple celebration