

# 12 Step Written Plan ~

Name:

Project Title:

## Step 1: Choose Team Members

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

## Step 2: Research a Topic – Problem in the Community

- List five facts about the problem.

## 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)

## Step 5: Ask Questions

- Who, What, Where, When, How?

## 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




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### Step 9: List Materials and Costs

Item	Quantity	Where	Estimated Cost






### Step10: 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

#### Step11: 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