

Example Planning Sheet for a Neighborhood Cleanup Event

What is the need?

Our neighborhood park looks terrible because of all the trash strewn all around.

What are our proposed activities, and how will they address the need?

We are planning a park clean-up event that will (at least temporarily) get rid of all the trash that is currently creating such an eyesore. We will also post signs encouraging people to put their trash in the provided cans and keep their park clean.

Subtasks required for project completion:

Make decisions about the following issues:

- Location for the activity (describe):
- Date and time frame:
- Which adult(s) will you ask to be present for supervision?
- Will you recruit any others to join besides your team?
 - If so, how will you recruit them?
- Will you have any refreshments? If so, add to supplies list below
- What tools and supplies are needed (see Resources needed below)

Make signs/posters to be placed in park.

Gather at park at designated time, with all the resources, and get all the trash into bags to be carried away.

Take photos/videos of before, during, and after.

Post the signs.

If desired, publicize what you have done on social media.

Resources Required for Project Completion

What tools and supplies do you need and who will bring them?

Tools/Supplies	Who will bring

How will you know how well your project was accomplished?

We will consider this to be a success if we can show a significant improvement in how the park looks (through before and after pictures). Another measure of success will be that all team members participated, got along well, and no one got injured.