



Planning Your Volunteer Project

Questions to ask

Define the Issue

- **What is our issue?** *What is the problem we are trying to solve through this project? Is this a real need in our community (local, national, or global community)?*
- **What is our goal?** *What do we hope to accomplish with this project?*
- **How will this project help the local/national/international community?**
- **What is our motto/slogan?** *Can we state our position easily? How can we communicate to others what we are doing?*
- **Do we have information about our issue, such as facts, research, current legislation, personal stories?**
- **Where can we get more information about our issue?**
- **What are our most important pieces of information about this issue?** *What is going to get people to believe in our issue?*
- **Who or what do we represent?**
- **How can we involve those we represent in our project?**
- **Who do we know of that already works with this issue?**
- **What do we want from these people/organizations?** *Do we want to partner with them or work with them? Do we want information from them?*
- **Who has power over this issue?** *Who is on our side? Who is the opposition?*

Prepare the Action

- **What exactly will we be doing?** *What will the action(s) be?*
- **What resources or materials do we need?** *Which ones do we already have?*
- **If we need money, how are we going to get it?**
- **What time and where will the project take place?**
- **What arrangements need to be made for this project?** *Do we need to get permission to do any part of the project?*
- **How can we make other people aware of what we are doing?**
- **How can we get other people involved in our project?** *What could others do to help us?*
- **Who would be interested in our project?** *Media sources, local organizations, local government, state/national organizations or government*

Evaluate and Celebrate the Project

- **How will we determine if we are successful?**
- **What can we learn from this project?**
- **How will we recognize the people involved in this project?**
- **How could we continue working on this issue after this project is complete?**

For more information on planning a volunteer project please contact the United Way of Larimer County Volunteer Center by dialing 2-1-1 (or 407-7066).