

**HANDOUT**

# A Step-By-Step Planning Sheet for Service-Learning Projects

1. The issue we choose to address is:

2. We have chosen this issue because:

3. In order to begin this work we must learn the following:

4. Once we learn that, we must define our specific project.  
What tasks and duties are necessary for this?

5. People in the school and/or community who might help us are:

6. The goals of this project (short-term and/or long-term) are:

7. We know we will have reached our goals when:

Signed \_\_\_\_\_

8. Afterward, we will discuss and reflect on this project, including talking about how this work has changed us:

---

---

---

---

---

9. Once this project is completed, the next thing we plan to do is:

---

---