

**Volunteer Project Development Plan**

**2018-2019**

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Details:**

Please fill out the table below to identify who is on the project committee. Please list the responsibilities for each committee position.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** | **SID Number:** | **Committee Position:** | **Responsibilities:** |
|  |  |  |  |
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**Brief Description of your Project**

Please provide a brief description of your project. What activities do you intend for your project to do?

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**How is your project aiming to help?**

Please describe a group of people or a cause that your volunteer project is aiming to help.

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|  |

**Project Aims**

Please list any aims or objectives your project is looking to achieve.

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| --- |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**Project Venue**

Please state where you expect your volunteer project to take place.

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|  |

**Partnered Organisation**

If your project is looking to partner with an external organisation, charity or school, please provide details below:

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|  |

**Action Plan**

Please use the below grid to outline your chronological action plan for the current academic year by stating all the actions required to achieve your project aims. This plan will help you to divide your project into manageable steps and will help you to keep your project on track.

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| --- | --- | --- | --- | --- |
| **Step** | **Objective** | **Completion Date** | **Who will this be done by?** | **What resources will you require?** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |