Guidelines and Suggestions for Activities and Projects

Most organizations spend the majority of their time in search of THE PROJECT that will do the most for their group and the school. Many times, they get so involved in activities and projects that they forget their real purpose within the school and the activity program. Activities and projects should not cause the group to lose sight of its real significance.

Various activities come into prominence for a few years and then may fade away. Therefore, just because your group has done a project for the last five years, does not indicate that it still serves a purpose in your school. Each organization school be selective in the activities it becomes involved in. Projects and activities should serve a purpose and fulfill a need in the school.

Your projects should:
1. Grow out of genuine student needs, interest and concerns.
2. Be discussed freely by all concerned.
3. Be practical and of interest to most students in the organization.
4. Be within the ability of the students to carry out successfully in one school year.
5. Be willingly undertaken by the students.
6. Encourage initiative, originality and responsibility.
7. Be in accordance with national, state and local objectives.
8. Develop cooperation between students, faculty, staff and administrators.
9. Make it possible for many students to participate or receive benefit.

To keep the interest of all students and avoid scheduling problems, we should plan our projects systematically. Ways that the club or organization can follow in planning their projects include:
1. List the general areas you wish to focus. These may include: community service, school service, career development, fund-raising, or school spirit
2. Conduct brainstorming sessions on each area and propose several possible activities.
3. Review the evaluations of last year's projects.
4. Compare this year's proposed list with last years and make adjustments.
5. Weigh any suggestions for program expansion or cutbacks in specific areas, making sure that the treasurer is actively involved.
6. Submit recommendations about program expansion or cutbacks to the appropriate people.

Before an organization jumps into a project, it should prepare a strategy. Planning should be a logical process that increases the chance for success.
1. Establish goals: Ask the group, "Exactly what do we want to accomplish?"
2. Examine present position by looking at where you are now and where you want to be when the project is finished.
3. Solicit idea for projects
4. Establish guidelines for selecting a project. During the state, the group lists all the factors

that must be considered before a project can be selected including financial limitations, available facilities, planning time, and number of people willing to be involved.

5. Select the project. Keep in mind the goals as well as the guidelines, choose the project that seems most likely to meet your objectives. Be realistic.

Translating an idea into an exciting and stimulating event is a difficult task that requires planning, caution, and foresight. At many points along the way, something can go wrong that may hinder the success of the effort. However, if an organization proceeds carefully, it can usually work out any problem it encounters.

These suggestions will help get the project off to a good start:

1. Make sure the project has received the proper approval and full support from those involved.
2. Seek permission: principal, parents, faculty, board, staff, etc.
3. Determine exactly what the group wants to do. Write out the job assignments, the division of the work, the reports needed and when due. The group should work from written instructions whenever possible.
4. Establish project goals and write a detailed description of the entire project. The people involved, the timelines, etc.
5. Prepare a time line and responsibility chart for members. Make sure everyone understands his assignment to cover all events related to the project.
6. Publicize the project through all appropriate channels.
7. Obtain chaperones and police if necessary.
8. File an official evaluation report.
9. File a complete project report with the secretary of the organization.