



# Community Service Project – 2019

## General Information

Beginning with the 2007 class, the Leadership Lowndes Executive Board of Trustees initiated a Class Community Service Project as a requirement for Graduation. The purpose of the project is to develop interaction between the class and non-profit organizations that serve our community. In order to, allow class members the opportunity to enhance their servant leadership experiences.

The class will be divided into five groups. Each group will be charged with developing and implementing a community service project during the 2017 year. The groups have been assigned by the Board of Trustees during the retreat at Jekyll.

**(Please write the names of the group members when announced)**

### Group #1

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Group #4

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Group #2

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Group #5

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Group #3

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## General Information and Requirements:

- ❖ The projects should be carefully planned and designed to benefit an existing non-profit 501(C) 3 organization within the community. Please note that your project **MUST NOT** benefit any organization in which you are currently affiliated. For example: If you serve on the board of a local agency, you may not raise funds for them. The project may focus on fundraising, but the group will not be allowed to collectively contribute more than \$50 to the project. A good starting point may be those entities which are United Way affiliated groups; however, the Board will consider any reasonable philanthropic opportunities. Examples of prior class projects include:
  - Two Career Days for the Boys and Girls Club of Valdosta]
  - Boston Butt Sale Fundraiser for the Children’s Advocacy Center
  - Volunteer force / fundraiser for the Asthma Camp (South Health District)
  - Volunteer Force for Bicycle Safety Day put on by the SGMC Foundation
  - Garage sale and workdays to benefit the Southside Recreational Facility
  - Local river clean-up projects
  - 5K / Fun Run to benefit the Children’s Advocacy Center
  - Shop with a Cop/Firefighter or Bicycle collection and safety awareness program
  
- ❖ A project must be unanimously agreed upon by each group and emailed to the Community Service Chairman, Jason Dove at [jdove0214@gmail.com](mailto:jdove0214@gmail.com) no later than **February 26, 2017**. The request for approval must include the “Proposed Community Service Project” form, (Attachment #1) clearly indicating the entity to be assisted, the approximate dates for the project, the work to be accomplished, any goals for funds to be raised, and the overall goals for the project. The Community Service Chairman will present your project to the Board of Trustees at the March board meeting. No projects will be approved prior to the Board meeting. Your group contact person will be emailed once the project is approved. Once approval has been granted by the Board, each group will have until **October 31, 2017** to implement the project.
  
- ❖ Upon approval of your group’s proposed project, the team should begin preparing coordination meetings to plan their project details. The Board of Trustees will expect that group members document individual participation through videos, photographs and attendance records. See the “Community Service Project Meeting Minutes” (Attachment #2). This report should be emailed to the Community Service Chair following each meeting. Please use the notebook provided for all documentation, as it must be turned into the Community Service Chair at the end of the class year. The Board of Trustees Community Service Chair should be notified of firm date(s) for the actual project(s) as soon as possible, as many Board Members may wish to attend.
  
- ❖ The day(s) of the Community Service Event, videos, photographs and written documentation to include member participation, press coverage, impact statements and any funds raised should be completed and organized within the provided notebook. Once the project is complete, a debriefing meeting should be conducted to evaluate the success of the project and to prepare a Power Point / Video presentation.

- ❖ The Power Point / Video presentation should be approximately 3-5 minutes in length and formatted for a windows based computer system. It should be stored on a flash drive and must include:
  - Photographs / Video of planning meetings
  - Description of the development process
  - Photographs / Video of the Community Service Event
  - Any legally obtainable documentation from Media
  - The goals achieved
  - The total number of hours each member contributed to the project
  - The overall results of the project (including any funds raised)
  - Any ongoing efforts the group or project will offer the recipient
  
- ❖ The presentation file should be delivered to the Community Service Chair with the project notebook upon completion, but no later than **November 7, 2017** for the final Board meeting before Graduation. The presentations will be presented during the graduation ceremony and will be retained by the Leadership Lowndes Board of Trustees.

The Leadership Lowndes Board of Trustees sincerely appreciates each participant and your commitment to community service. Thank you in advance for the effort and energy that each of you willingly contribute to not only your group project, but to Leadership Lowndes and to our community as a whole.

**Feed, cloth, or shelter people or animals  
Help disabled military or children**

**Scoring**

20% - Charity's involvement in the community (what does it do and who does it help)

25%- Volunteer hours and group participation

15%- originality of the project and folder presentation

15% - raised money

25%- impact made to the charity and its beneficiaries (how did your project change/help the charity)



## Community Service Project

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Date Submitted: \_\_\_\_\_

Group Number: \_\_\_\_\_

Group Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Group contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

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Non-profit to be assisted: \_\_\_\_\_

Approximate date of project: \_\_\_\_\_

Work to be accomplished: \_\_\_\_\_  
\_\_\_\_\_

Goals for funds to be raised: \_\_\_\_\_  
\_\_\_\_\_

Overall project goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_



## Community Service Project – Meeting

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Meeting Date: \_\_\_\_\_

Photos: (Y) (N)

Number: \_\_\_\_\_

Group Number: \_\_\_\_\_

Video: (Y) (N)

Group Members Present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_

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Notes: \_\_\_\_\_  
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Secretary's Signature: \_\_\_\_\_

**Email this report to the Community Service Chair following them meeting.  
Those notes will be used to update the Board on your progress.**