

[LEAD SCHOLAR COMMUNITY SERVICE PLANNER]

The Sophomore Scholars will be responsible for working together as the Sophomore LEAD Scholars cohort to design and facilitate the LEADALL community service each semester. All LEAD Scholars will participate in the community service event, but the planning and implementation will be managed by the Sophomore Scholars.

Things the Sophomore Scholars might choose to consider (*not an exhaustive list or checklist-just a resource!*) when planning the **fall** LEADALL Community Service are:

1. Since the site/service has already been established, how can LEAD Scholars “make it our own”
2. What can the Sophomore LEAD Scholars do to take ownership of this LEADALL?
3. What can be done to better “brand” LEAD Scholars involvement with this service opportunity?

Things the Sophomore Scholars might choose to consider (*not an exhaustive list or checklist-just a resource!*) when planning the **spring** LEADALL Community Service are:

4. service site and purpose (where will we serve and why?)
5. logistics (date, time, duration, reservations needed, maintenance tickets, approvals needed, etc.)
6. communication amongst LEAD scholars (what does that look like? reporting structure)
7. timeline (when do things need to get accomplished? how will that be accomplished?)
8. accountability (how will Sophomore scholars hold one another accountable for task completion/involvement?)
 - who is “in charge”?
 - should there be designated/tasks roles?
 - If so, what does that look like?
 - If not, how will you ensure things get done?
9. resources available and needed (if you need items or funds not provided, how will you procure them? what if procurement attempts fail? what is the backup?)
 - LEAD Scholars will support a budget of \$50.00 –anything beyond that will need to be covered by money gathered in other ways
10. assessment (how will you know if the service was successful or not? how can assessment be used to improve planning community service events in the future?)

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Feel free to use the back of the page if additional space is needed.

#	Answers to Questions
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