

STUDENT PROJECT PLANNER

Team Name _____

Project Title _____

1. Task Assignment

List the specific responsibilities and assign team members to each task.

ACTION/TASK	ASSIGNED TEAM MEMBER(S)

2. Project Timeline

Outline key deadlines leading up to and completing your service project.

PROJECT PHASE/MILESTONE	TARGET DATE
Planning & Outreach	
Project Implementation	
Final Submission (Photos, Metrics & Reflection)	



3. Resource Allocation

Identify items, contacts, and materials needed to make your project successful.

- Supplies & Materials Needed:

- Local Partner/Food Bank Contact:

- Adult Support/Approvals Needed:

4. Marketing Strategy

How will you spread the word to encourage community participation?

- Promotion Methods (e.g., posters, social media, announcements):

- Key Message/Call to Action:
