



## How to Plan a Project

### **Decide what organization to support or activity you'd like to do.**

If your group wants to volunteer together, have a conversation with them about their interests and brainstorm some potential ideas for how to serve.

### **Find an organization.**

Take a walk. Ask around. Make calls. Google non-profits. All great ways to find an organization that might one day have a very special place in your heart.

### **Start a relationship.**

Walk in. Shake a hand. Hang out. Have a cup of coffee. See what the organization is like and seek out ways to get involved. This might take a little longer than you think. Don't skip this step – visit the organization before you plan to volunteer there.

### **Find a project or way to serve.**

The key is finding something that is both helpful to the organization and enjoyable to your group of volunteers. With humility and a little flexibility, we can choose to enjoy even things that don't seem fun at first.

### **Develop the details.**

People love when details are taken care of. Some people just don't love taking care of them. But they are very important when planning to volunteer. Once you've decided on something that works for your volunteers and the organization, figure out who is going to be responsible for what, and then...

### **Communicate with your volunteers.**

Tell them what to expect and what you need. Ask for volunteer leaders to be in charge of a certain area of your project – especially if it's a large project. If you're having trouble finding volunteers, use these methods: call friends (*the most effective way*) or make an announcement in front of a small or large group. Also reach out through email, Facebook, Instagram, Twitter. Get creative.

### **Communicate (one last time) with your volunteers and organization.**

Do one last check-in with everyone – both your contact at the organization and your volunteers. A "See y'all tomorrow!" email never hurt anybody.

### **Share your photos and stories with us.**

Post your photos on Instagram or Facebook with the hash tag #ServeTheCityLA. Email us at [ServetheCity@hopeforla.org](mailto:ServetheCity@hopeforla.org) with a story (and picture) from your project and we'll feature it.



## Volunteer Project Ideas

- Donate and sort food items at a local food bank.
- Clean up and beautify an area of your neighborhood.
- Help a homeless center put on a fun activity for the families living there.
- Plant (or help maintain) a community garden.
- Love and encourage elderly residents at a convalescent home.
- Clean the facilities of a local pregnancy organization.
- Prepare sack lunches and toiletry bags for an organization that benefits the homeless.
- Tutor kids at a local school.
- Organize and help distribute donations at a clothing ministry.
- Restore a local non-profit by helping clean, paint, and landscape.
- Spend time reading and playing with children at an after school program.
- Prepare and serve breakfast for the residents of a homeless shelter.
- Revamp classrooms at a local school by cleaning, decorating, and replenishing supplies.
- Spend time with the seniors at an assisted living home.
- Paint the facilities of a non-profit that provides emergency housing for veterans.
- Organize a worship service at a halfway house.
- Prepare and share a meal with moms at a shelter for homeless pregnant women.
- Teach at-risk teens a skill – like acting or surfing.

Note: Visit [www.HopeForLA.com](http://www.HopeForLA.com) or contact us at [ServeTheCityLA@hopeforla.org](mailto:ServeTheCityLA@hopeforla.org) to learn more