



CATHOLIC UNION OF TEXAS, THE KJT

Hope / Help / Happen

Action Plan Project Checklist:

Project H is designed to enable individual or multiple KJT members to provide *Hope*, *Help* or make it *Happen* through fundraising, volunteering and education assistance throughout their local parishes and communities.

1. Let's Start!
 - a. Target a cause in your local parish or community that you care about.
 - b. Identify your Group! Rally, recruit and share your plan with others! More hands equal a lighter load for everyone. It's simple, the more the merrier and will make things easier and only provide a greater sense of accomplishment once the project is done.
 - c. How do you plan to help? Depending on the cause you have identified, you will need to decide exactly how to achieve your goal. You could:
 - i. Host a fundraiser
 - ii. Facilitate a workshop to help educate local adults on simple budgeting ideas and practices.
 - iii. Collect blanket or articles of clothing for the homeless or a food drive.
 - iv. See our "Project Ideas" sheet for additional thoughts.
2. Develop your Project plan... The below questions are important to consider in order to properly complete and submit your Project H approval form. Things to consider:
 - a. Set Goals. Determine your goals to help you hold yourself accountable. Questions to answer:
 - i. What need are you meeting?
 - ii. What is the impact?
 - iii. How much time will this take?
 - iv. When will the Project take place?
 - v. How will we promote the Project?
 - vi. Who will be invited and the estimated attendance?
 - b. Create an itinerary. A destination is easiest to reach when you have a roadmap.

- c. Promote! Promote! Promote! The KJT News, Facebook & other social media outlets, local newspaper and radio to simple word of mouth. Getting the word out about your Project is key.
 - d. Keep up with Expenses. If applicable make sure you save your receipts, it's important to know what is spent and what is raised.
- 3. Just do it! Eventually the time will come that all your planning is put into action.
 - a. The Help! Make sure you take care of those who are helping you. Bring refreshments for your volunteer team.
 - b. Have a good time! We hope you see smiling faces and hear laughter while your Project is running. Project members having fun is a good indication of the success and the possibility of future Projects.
 - c. Track your impact. Take notes on how your Project went. Make notes about hours spent, who it helped and the overall impact in the Parish and/or community.
- 4. Relax and Share.
 - a. Celebrate the impact and difference you made in the community.
 - b. Brag about it! Let people know by sharing your story! We can help with getting your story out. Also, let us know how it went! Share pictures and information about your Project as well as the impact. We will want this information to be shared with the KJT News as well as across our other available KJT social media platforms.
 - c. Thank the people who helped. Your volunteers are very important and should not be forgotten. Thank them with our "Thank you" cards.
 - d. Review your Project. Make notes of the positives and any possible room for improvement. Notate any possible new members that may have been identified while implementing your Project.