

Sample Project Agendas

If you are conducting your service project in **one day**, this is an example of what your agenda could look like:

Time	Activity
8:30 a.m. - 9:00 a.m.	Arrive at your project site Perform necessary set up
9:30 a.m. – 9:45 a.m.	Greet volunteers Distribute name tags Have volunteers sign-in Introduce agency contact Agency contact welcome and comments
9:45 a.m. – 12:00 p.m.	Project Coordinators and task leaders direct volunteers in project tasks
12:00 p.m. – 12:45 p.m.	Lunch break
12:45 p.m. – 2:30 p.m.	Lead and direct volunteers to completion of project
2:30 p.m. – 3:00 p.m.	Begin all clean-up tasks
3:00 p.m. – 3:30 p.m.	Lead a group reflection activity Have volunteers fill out evaluations
3:30 p.m. – 5:00 p.m.	Thank volunteers and celebrate!

This is an example of what a **half-day** service project agenda might look like.

Time	Activity
8:30 a.m. - 9:00 a.m.	Arrive at your project site Perform necessary set up
9:30 a.m. – 10:00 a.m.	Greet volunteers Distribute name tags Have volunteers sign-in Introduce agency contact Agency contact welcome and comments
10:00 a.m. – 12:00 p.m.	Project Coordinators and task leaders direct volunteers in project tasks
12:00 p.m. – 12:45 p.m.	Lunch break
12:45 p.m. – 2:00 p.m.	Lead and direct volunteers to completion of project
2:00 p.m. – 2:30 p.m.	Clean-up & Evaluation