



# Helpful Tips #3: Planning Your Project

**Community projects** are an essential component of the YES Program. This document includes helpful tips that may be useful as you work to plan and complete your community projects.

## ▶ Get Permissions

Ensure appropriate permissions are given from proper authorities (parents, school, city, etc.) to carry out the project.

## ▶ Make Back-Up Plans

Things happen, so when they do be prepared. Have your participants think about an alternative project(s) in case your project plans fall through.

## ▶ Seek Donations

In the past donations have been instrumental in the outcomes of community projects. Large chain stores like Home Depot and Lowes as well as local merchants have participated.

### When soliciting donations:

- find the appropriate person to speak with,
- ask for their policies/protocols on donations,
- create a formal solicitation letter (include a description of YES, be specific on the project, its purpose, the cost, and what you need from them), be prepared to mention your non-profit status (tax exemption information),
- send a thank you letter signed by the youth.

## ▶ Remember Your Tax Exempt Information

Have information together before you go shopping.

### Previous YES Projects

#### Community/School Beautification Projects

- Planting Gardens.
- Improving recreational facilities.
- Creating public art.

#### Community Service

- Making and donating useful items.
- Hosting community events.
- Promoting peaceful solutions

