

# First Service Project Brief

Plan a meaningful first service experience

## Project details

Project name:

Date/time:

Location:

Project leader:

Arrival time:

What to wear/bring:

## Before arrival

- Confirm transport/accessibility
- Explain the purpose
- Introduce key people
- Confirm buddy or mentor presence
- Clarify safety and supervision needs

## Assigned role

Specific task:

Introduced by:

Works with:

Success looks like:

Backup task:

## After the project

- Thank the member
- Ask what they noticed
- Discuss next service interest
- Record reflection with mentor
- Invite to next related project
- Share photo/story if consent obtained

## Safety and comfort

- Check sun/weather needs
- Confirm dietary or mobility needs
- Explain who supervises the activity
- Give a contact number for the day

## Make it meaningful

- Explain the community impact
- Let them do a real task
- Introduce them to the team
- Invite them back for the next step

## Project notes and follow-up