



# ENVIRONMENTAL ACTION PLANNING WORKSHEET

## ASKING FOR HELP: *LISTING CONTACTS*

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Who can help you make your action project a success? You may need to ask for permission to do something, find an expert to help with a specific task, or recruit volunteers from your community or school to help make your project a reality.

Use this first page to list all the people or groups you should contact about your action project. Then use the second page to draft your requests for help. You'll complete the second page for each person or group, so make sure to make enough blank copies before filling in the questions.

	Person/Group	Why do you need their help? (Are you asking for permission? To borrow equipment? For their time and expertise?) Be as specific as possible.
1		
2		
3		
4		
5		



## ENVIRONMENTAL ACTION PLANNING WORKSHEET

### ASKING FOR HELP: *DRAFTING A REQUEST*

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Use this page to draft your request for help. Complete this page for each person or group you plan to contact so you can personalize their message and be specific about what you need from them.

**Person or Group:** \_\_\_\_\_

Tell them about your project. What problem or issue will it address? Make this personal and connect their values to this project—**why should they want to help?**

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**What else can you share to get them interested and motivated to help?** Think about pictures, videos, news stories, etc., that would connect to their values.

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## ENVIRONMENTAL ACTION PLANNING WORKSHEET

### ASKING FOR HELP: *DRAFTING A REQUEST, CONTINUED*

**Why do you need their help?** Be as specific as possible (copied and expanded from the table on the previous page).

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**What are the logistics?** Do you need help on a specific day or do you need them to complete something by a date? If they are helping on site, tell them the exact times you would need help and how they should dress. If they are loaning you equipment or signing a permission slip, tell them when and how to deliver these items.

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**What is the best way to communicate with this person or group** (email, phone call, letter)? Include your contact information so they can respond easily and follow up with additional questions.

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# ENVIRONMENTAL ACTION PLANNING WORKSHEET

## TASK MANAGEMENT

Name: \_\_\_\_\_ Class: \_\_\_\_\_

List out the major tasks, in order, that need to happen to complete your action project. Start with the planning and go through completion. Decide when each task needs to be completed for the project to keep moving forward. Assign one or two people to each task. The Task Manager(s) is in charge of making sure their assigned task has happened by the completion date and for sharing updates back to the group or class.

Task	Completion Date	Task Manager(s)



# ENVIRONMENTAL ACTION PLANNING WORKSHEET

## BUDGET

Name: \_\_\_\_\_ Class: \_\_\_\_\_

What is your budget? Do you need to raise money or look for donations? List all the supplies and equipment you will need to complete your action project.

Item	How many?	Total Cost	Will this item be bought, donated, or borrowed? From whom/where?



# ENVIRONMENTAL ACTION PLANNING WORKSHEET

## MAINTENANCE

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Many action projects are not one-and-done deals—they require someone to take care of them for years to come. Use the maintenance table to plan out what needs to happen for the next couple years to keep this project a success. Add additional pages of detailed task instructions or contact information if needed.

**Maintenance Manager:** Who will be in charge of this maintenance schedule? Make plans for at least the first year of maintenance. Will it be a student (one of you?), a teacher/staff, a class, or a club?

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Maintenance Task	How often? <i>(weekly, monthly, seasonal, etc.)</i>