



New York State Grange  
Community Service  
Project Planning Guide

The main purpose of this form is to give you a tool to help you record the information while it is still fresh and as you plan for events. Then when the time comes for the report or notebook you will be ready. This does not replace the annual report but could be included in your yearbook if you wish.

Name of Service Project: \_\_\_\_\_

Grange Sponsored

*Grange is the lead organization*

Grange Co-Sponsored

*Planned by Grange and other organization*

Community Event Participation

*Planned by other but Grange participated*

Date Adopted: \_\_\_\_\_ Date of Project: \_\_\_\_\_ Event Chairperson: \_\_\_\_\_

**\*\*Select ONLY ONE type and size for this project**

Type:  New Project

Established (done before) Project

Size:  Big Project

Small Project

Number of Grangers Participated: \_\_\_\_\_

Grange Member Total Hours: \_\_\_\_\_ \*\*

Number of Non-Grangers Participated: \_\_\_\_\_

Non-Member Total Hours: \_\_\_\_\_ \*\*

\*\*Total Hours = Number of volunteers X hours worked

General Description of Project/Activity:

Measurable Goals:

Results: (benefits to community, number served, outcomes and/or results)