VIII. Timeline

You will need to create a timeline to help you move through the process of completing your community project. The list

below may help you decide what to include in your timeline. Some of the jobs listed may not apply to you and your

specific project, and you may want to add other jobs to your timeline. We are happy to help you create a timeline if

you need it.

**Sample timeline for award recipients:**

**JOBS DATE(S) COMPLETED**

|  |  |
| --- | --- |
| Meet with your sponsoring organization throughout your project. | (List the dates when you make contact with your organization) |
| If necessary, round up volunteers to help you with your community project. | (List the date when you have your group of volunteers ready to help you)  Be sure to keep the names and contact info. of each volunteer. |
| Gather the materials you will need for your project. | (List the date when you have gathered all your materials)  **Be sure to keep receipts for any materials you purchase.** |
| Check in with your mentors. | (List dates when you make contact with your mentors) |
| Check in with your Children’s Council representative. | (List the dates when you contact your representative) |
| Make all necessary phone calls and/or contacts. | (List the dates and calls you make during your project) |
| Complete your project within a year of the award. | (List the date you complete your project) |
| \*Attend the County Commissioners meeting to be recognized. | If you are chosen as an award recipient, you will be notified of time and date.. |