When planning your activities remember the 6 points to help you plan:

- Why - Why do we need 4-H service projects? (community needs)
- What - What kind of service projects would fill our needs?
- Who - Who can participate in the service projects? Who is our target audience?
- Where - Where will this project be carried out?
- When - When should you/will you complete this project?
- How - How will you go about organizing this project? How would you market/advertise?

**Juab County Trick or Treat for the Food Bank**

**What:**
- **Past:** Community Service opportunity for our YFP group—Collect Food for local Food Bank.
- **Present:** Community Service opportunity for YFP and other local community groups in order to collect more food to donate to the Food Bank.

**Why:**
- **Past:** Wanted to have our YFP group experience “giving back” to the community and do as a FNO activity.
- **Present:** Still experience “giving back” but in a bigger way. While everything is organized and everyone is together—do a little more to help the food bank. Little changes make a big difference.

**Who:**
- **Past:** YFP youth, families and mentors and Food Bank volunteers
- **Present:** Expand to include even more groups in the community
  - 4-H Clubs and Teen Councils
  - School clubs
  - Girl Scouts
  - Church Youth Groups
  - FSNE
  - Extension Office
  - LIC
  - Other Community Groups

**How:**
- **Past:** YFP Site Coordinators partner with Food Bank Volunteer leaders to plan and organize the event. Do a Trick or Treat for Food Drive. Make it Fun for those involved.
- **Present:** Plan Evening Event with leaders of other community groups in Staff meetings and Special planning meetings. Make flyers for community and newspaper ads, 4-H clubs, High school clubs, and other youth groups.

**When:**
- **Past:** Do a week or days before Halloween so participants can dress up and Trick or Treat for Food.
- **Present:** This same time frame seems to work best. If collecting fresh food may need to do the night before the food bank is open for distribution.

**Where:**
- **Past:** Service our County. Divide FNO attendees and Drive to homes in area with groups for 1 hour.
- **Present:** Have maps of area to be covered and routes pre-made and describe routes to drivers. Collect food for 1½ hours. Groups drive to their routes and collect food in their area. Include outlining communities by having food collection boxes at key places for up to one week before event.
Sample Outline for Planning the Activity:
October FNO and Community Food Drive
Wed. October 24, 2007 at 6:00 pm

A cooperation effort with
• Youth and Families with Promise
• Local food bank
• Juab Extension Office
• 4-H Clubs—give flyers to active club leaders by Oct 15
• 4-H Teen Council—give flyers to Teen Council
• FSNE-give flyers to people you work with
• National Honor Society, etc at high school—give flyers to school clubs to handout
• Community volunteers—place flyers in our office and other places in the community for people to look at and grab.
• Arrange for drop off locations in neighboring communities.
• Coordinate with local food bank volunteers

Please save grocery bags and donate that night. (Grocery store donate?) Need to weigh and organize food in Cultural Hall plus take a picture. Food is then boxed up and taken on rollers to the food bank.

Have Soups YFP buy rolls/treats
• Assign staff to make soup, can be homemade or preparing store bought.
• YFP will buy soup packets

Schedule:
6:00-6:15 welcome and distribute maps
6:15-7:45 collect food (decorate room, light dinner and refreshment ready)
7:45-8:30 organize food, take group picture and eat
8:30-9:00 clean up

Assignments:
• Maps—split routes and distribute
• Flyers (all groups could distribute to their people)
• Decorations—
• Drivers—YFP families, mentors, extension staff and other 4-H club leaders.
• Boxes/Bags—Food Bank
• Newspaper Ad—publish early and then put calendar reminder closer to event.
• 4-H Newsletter and FCS Newsletter, post on website, etc.
• Purchase special activity insurance
• Refreshments/ Dinner

After your service activity, take the time to do an evaluation. Meet with those involved and make notes for next year.

Presented by Margie Memmott, FCS Agent and
Celeste Robinson, YFP Coordinator, Juab County

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