**Template for Planning Projects**

**Choose a Theme**

What will your project generally be about?

Maybe you could brainstorm ideas.

You might like to think of an opportunity you have to improve a place in your area (park, canal etc..) or a group of people you could help (elderly, people with special needs etc..)

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**Aims**

What do you actually hope to do in your project? Make a list of two or three statements that describe what you are trying to do:

* "We want to help our year to eat healthier"
* "We want to teach our younger brothers and sisters how to use computers safely"
* "We want to learn how to speak another language in our community"

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**Activities**

Try to think of actual activities or events that will help you to achieve your aims, for example if you want to promote healthy eating some activies could be:

* Cookery lessons from a guest chef/parents/teachers
* A food diary/blog for your class
* A "come dine with me" competition at lunch
* A class recipie book
* A guest talk for students and parents from a nurse/doctor or nutritionalist.

Again its a good idea to brinstorm here!

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**What do we need?**

Once you have deciced on a few activities you can start to think about what you'll need. You should consider if you need money to do your project and how much. You might consider running a fundraiser (bake-sale, no uniform day etc..) to raise the money as part of your project (check with your teachers about this). You might get some sponsorship from companies (money or equipment) so don't be shy to ask, you'll probably have to ask more than a couple!

Can you borrow things from home or school?

* P.E equipment
* Speakers, microphones
* Art supplies for posters or signs

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Are you going to ask any guests to come and why? Asking some guests to help can really bring your project to life... you don't need a-listers either just some other enthusiastic people that know a bit about your theme. Remeber that people can be busy so ask early and have an idea of what you'd like them to do for you.

* Gardaí, Firebrigade or other people working in the community?
* Polititians
* Celebrities (sports, singers, actors, chefs)

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**Jobs/Roles**

What jobs can you and your friends take on?

* Photographer
* Caller to companies looking for sponsorship
* The person who talks to the Principal/Year Head about your project
* Treasurer (looking after money)
* Event Organiser
* Artist (Posters etc..)

Depending on your project there will be lots of work for you to do.

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| Job | Name | Responsibilities |
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