

SHC Project Starter Kit

Everything you need to plan and run a student-led initiative.

INCLUDED IN THIS TOOLKIT

- Project Proposal Template
- Timeline & Milestone Planner
- Team Roles Worksheet
- Budget Tracker
- Reflection Log
- Impact Report Template

SMALL HANDS COUNT

Supporting student-led ideas, projects, and community initiatives.

START HERE

How to use this toolkit

You do not need a perfect plan before you begin. Use these pages to turn an idea into a clear, manageable project.

1 Define the project - Use the Project Proposal Template to clarify the problem, goal, audience, and plan.

2 Build the timeline - Break the project into milestones, owners, and due dates.

3 Organize the team - Decide who is responsible for what and how the team will communicate.

4 Track resources - Estimate costs, record spending, and note donated or in-kind support.

5 Reflect as you go - Document what worked, what changed, and what you learned.

6 Show the impact - Summarize results, evidence, lessons, and next steps after the project.

Keep it simple. A small, well-run project is stronger than an ambitious plan that never gets completed. Start with a clear first version and improve it as you learn.

Use good judgment. Follow your school, venue, community partner, financial, privacy, and safety requirements. Ask a responsible adult or organization when approval is needed.

TEMPLATE 1

Project Proposal Template

Use this page to explain what you want to do, why it matters, and what a successful project would look like.

PROJECT NAME _____	STUDENT LEAD _____	DATE _____
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TEAM / GROUP _____	TARGET START DATE _____	TARGET FINISH DATE _____
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1. What problem or need are you addressing?

Describe the issue in simple, specific language.

2. Who is this project for?

Identify the people, school, neighborhood, or community you hope to serve.

3. What is your main goal?

Write one outcome you want to achieve. Make it clear enough that you can later tell whether it happened.

4. What will you actually do?

List the main activities, event, service, resource, campaign, workshop, product, or other action.

CONTINUE

Turn the idea into an action plan

5. What resources or support will you need?

Examples: space, materials, volunteers, technology, permissions, transportation, donations, or community partners.

6. How will you measure success?

Choose 2-4 measures. Examples: participants served, items distributed, attendance, funds raised, hours completed, survey feedback, or content created.

7. What could get in the way?

List the biggest risks or challenges and what you can do about each one.

8. What are your next three actions?

Next action	Owner	Due date	Done?

Proposal check. Before moving on, you should be able to explain the project in 30 seconds: the need, the action, who it helps, and how you will know it worked.

TEMPLATE 2

Timeline & Milestone Planner

Break the project into smaller steps. Add dates early, then update them when your plan changes.

PROJECT NAME _____	TARGET LAUNCH / EVENT DATE _____
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Big project goal

What must be true by the time this project is complete?

Milestone / Task	Owner	Start	Due	Status	Notes
				Not started / In progress / Done	
				Not started / In progress / Done	
				Not started / In progress / Done	
				Not started / In progress / Done	
				Not started / In progress / Done	
				Not started / In progress / Done	
				Not started / In progress / Done	

CHECKPOINTS

Checkpoint	What should be completed by then?	What needs attention?
Early		
Final		

Timeline tip. Work backward from the event, launch, or final deadline. Put permission requests, purchases, recruiting, and promotion earlier than you think you need them.

TEMPLATE 3

Team Roles Worksheet

Clear roles reduce confusion. One person can hold more than one role, and roles can change as the project grows.

PROJECT NAME _____	TEAM SIZE _____
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Team member	Role / area	Main responsibilities	Strengths / skills	Backup person

How will your team make decisions?

Example: project lead decides after discussion; majority vote; consensus for major changes.

How will your team communicate?

Choose the main channel and expected response time. Decide how often you will meet or check in.

What does each team member need from the others?

Think about reliability, deadlines, feedback, respect, and asking for help early.

Team tip. Assign an owner to every important task. “Everyone” usually means no one is clearly responsible.

TEMPLATE 4

Budget Tracker

Plan expected costs first, then record what actually happened. Include donated materials or free resources so you understand the full project support.

PROJECT NAME _____	BUDGET OWNER _____
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EXPENSES

Item / expense	Category	Estimated	Actual	Paid by / source	Notes
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		

BUDGET SUMMARY

Total estimated expenses	\$ _____
Total actual expenses	\$ _____
Cash / funding available	\$ _____
Remaining balance	\$ _____

IN-KIND / DONATED SUPPORT

Item or service	Provided by	Estimated value	Notes

Budget tip. Keep receipts and records when your school, partner, donor, or organization requires them. Do not spend money you have not been authorized to spend.

TEMPLATE 5

Reflection Log

Reflection is not only for the end. Short notes during the project help you notice problems, improve faster, and remember what you learned.

PROJECT NAME _____	STUDENT / TEAM _____
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REFLECTION 1

DATE _____	PROJECT STAGE Planning / Running / Closing
What happened? _____	What went well? _____
What was difficult? _____	What will we change or do next? _____

REFLECTION 2

DATE _____	PROJECT STAGE Planning / Running / Closing
What happened? _____	What went well? _____
What was difficult? _____	What will we change or do next? _____

Reflection tip. Write honestly and specifically. A challenge is useful evidence of growth when you explain what you learned and what you did differently afterward. Duplicate this page when you need more entries.

TEMPLATE 6

Impact Report Template

Use this after the project to document what happened. Focus on evidence, not just effort.

PROJECT NAME _____	PROJECT DATES _____	REPORT DATE _____
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1. Project overview

In 3-5 sentences, explain the need, your goal, what you did, and who the project served.

2. Main activities completed

List the most important actions, events, workshops, resources, campaigns, or services delivered.

3. RESULTS AT A GLANCE

Impact measure	Goal	Actual result	Evidence / source

4. What changed because of the project?

Describe the result for participants, your school, or the community. Use numbers and feedback when available.

FINISH

Tell the full story of the project

5. A story or example that shows the impact

Share one short example, quote, moment, or piece of feedback that makes the results concrete. Get permission before identifying people.

6. What did your team learn?

What worked? What did not? What skills, habits, or understanding improved?

7. What happens next?

Will the project repeat, expand, become more sustainable, be handed to another team, or end as planned?

8. Evidence and links

Add links or file names for photos, attendance lists, survey summaries, materials, media, receipts, or other documentation.

9. Final student reflection

What are you most proud of, and what would you do differently if you started again?

Impact tip. Separate outputs from outcomes. “We held three workshops” is an output. “45 students attended and 82% said they felt more confident afterward” is an outcome.

SMALL HANDS COUNT

Your idea can start small

Use this toolkit to move from idea to action, keep track of what you learn, and show the impact of your work.

BEFORE YOU LAUNCH

- ☐ I can explain the project goal clearly.
- ☐ I know who the project is intended to help.
- ☐ The main tasks have owners and due dates.
- ☐ We have checked required permissions and safety needs.
- ☐ We understand the budget and available resources.
- ☐ We know how we will measure and document results.

SMALL HANDS COUNT

Student-led ideas. Practical tools. Meaningful community impact.

Free SHC resource