

YOUR ACTION DAY PLANNING GUIDE



Want to plan the best social action project of 2019? Here's some guidance to help you on your way.

GOALS

- Decide on a cause the whole team is passionate about
- Work out what each team member's role will be
- Share out the jobs so everyone feels involved

CHOOSE YOUR CAUSE

You may have got your team together with a cause in mind – but if you're looking for inspiration, here are some points to discuss:

- What charities do you support?
- What causes are important to you?
- Are there any local issues that bother you?
- Can you see solutions to problems in your area?
- What common themes are coming up?

+ What's the big idea? Think creatively about how you can solve the problem and make an impact.

ROLES & RESPONSIBILITIES

Now is a good time to discuss everyone's strengths and work out what their roles will be.

- Who will lead the meeting and make sure all points are covered?
- Who wants to take notes?
- What will everyone do to help make the project a success?

+ Sum up the purpose of your project in one simple sentence. When you have a clear goal, it becomes more achievable.

WHAT DOES SUCCESS LOOK LIKE?

The way you measure success will depend on what your project is. Set yourselves a target that relates to your project's purpose.

- How many people would you like to reach?
- Do you want to hit a certain number of donations?
- Do you want to raise awareness nationwide? Worldwide?!

THE STEPS TO SUCCESS

Work out what the team needs to do in order to achieve those project goals. Here are a few things to consider:

- How often will you catch up?
- What deadlines will you need to hit?
- How will you raise awareness of the project?
- Who do you need to contact to make your plans a reality?
- What equipment will you need?
- Will you need a venue?
- If you're running an event, will you need invites? RSVPs?

REGISTER YOUR PROJECT

By now you should have a good understanding of what your project will be. Tell us about it by registering your idea online and we'll add it to the **Impact Map**. Head to ncsyas.co.uk/action-day now!

+ Remember, you can always ask your NCS team for help too!

WHAT NEXT?

Take a few minutes to go over what's been discussed. Everyone should feel clear and confident about what they're doing before the next meeting.

A LITTLE INSPIRATION...

Last year, one team in Exeter had an incredible social action plan! Their simple idea was to add 'Priority Item' labels to products their local food bank needed most. They worked with their local Sainsbury's and managed to TRIPLE donations! Because their initiative was so successful, it's been rolled out nationwide!