



Community One
Love Your Neighbor

Checklist for Completing a Project

Every project will be a different and new experience. There is no such thing as “the same old thing” when you endeavor to love and serve others.

While there isn’t a way to anticipate every need that will arise during a project, this checklist can help you make sure you are prepared the best you can be.

Once you have found a project and you would like to adopt, follow the steps to plan how to complete it.

☐ **Contact the Neighbor to determine if the project is still a need.**

Use the contact information listed to call the neighbor to introduce yourself, make sure the project is still needed, and determine the scope of the work.

"Hello, my name is [your name] and I am a volunteer with Community One.

I am gathering information on your [project type] project that is posted on our website to see if it is something that I can help with.

Do you still need that project completed?

When is a good time to visit and inspect the project?"

☐ **Scout the project.**

Gather together materials for a site visit, including paper and pen, a camera (or phone), and any tools needed to scout the project (i.e. tape measure, ladder, etc.) Visit the home to gather project information and take pictures.

- During the visit, introduce yourself, pray for/with the neighbor (if you are a person who prays), and check out the project, listening to the needs of the neighbor.
- Determine what resources and tools are needed, how many volunteers are needed, and what tasks need to be accomplished. Take pictures that capture the project needs.
- Explain your findings to the neighbor and ensure that they understand what needs to be done.
- Invite the neighbor to participate in the project, including financially, materially, and/or physically. It is not required of them, but the invitation to participate is inclusive and

dignified. We want to discourage dependency as much as possibly by doing projects with neighbors as much as possible instead of doing things for them.

- Set realistic expectations with the neighbor. Be honest about the likelihood that you will be able to accomplish the project, if significant funding is needed, or any other important details you think they should know. It's okay to say 'no' to a project that is beyond you and your resources.
- Conclude the visit by explaining the next steps (if known) for the project. If you are unsure of what to do next, inform the neighbor that you need time to evaluate the project and will communicate with them in the near future.

Note: Not all projects will need to be scouted, use your judgment to determine if you need a scouting visit to determine scope and materials needed. If not, go ahead and schedule a time to complete the project while you're on the phone.

☐ **Contact the Neighbor to set up a date (or dates) to complete the project.**

If other volunteers are participating with you, coordinate a time that works best for everyone.

☐ **Arrange project financial, material, or volunteer resources as needed.**

- Consider the contributions of the neighbor (if any).
- Work with your volunteer team, friends, small group, church, employer, etc. to provide resources for the project.
- Request help with tools, funding, or finding additional volunteers from Community One by emailing [Hannah Wehr](#).

☐ **Complete the project.**

- Contact your group of volunteers (if you are serving in a group) to share project information.
- Meet the neighbor and volunteers onsite with project tools and materials.
- Greet homeowner and introduce project team.
- Open with prayer (if you're a person who prays). Be sensitive throughout the project for opportunities to minister emotionally or spiritually to the needs of the neighbor and the project team.
- Review the project and safety precautions as needed.
- Complete the project.
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☐ **Take photos before, during, and after the project!**

Email them to hannah.wehr@community1.org. Nothing communicates the heart of our work more than the image of your team and the neighbor together on the project site.

☐ **Return to the project page on the website and mark the project as ‘Complete.’**

☐ **Complete the survey.**

Check your email for a link to a “Post-Project Survey” and take a few minutes to complete the survey. Your feedback is important!

Feel free to follow up with the neighbor(s) after the project is completed—even if you do not complete the project yourself.

A simple phone call or invitation to a special event or church function can be a huge blessing. You can also follow-up on something you prayed about or a sick family member or particularly challenging situation in their lives.

You have permission to stay connected!

For questions or concerns, please contact Hannah Wehr by email at hannah.wehr@community1.org or phone at (812) 213 – 4207. Thank you for continuing this movement of love in our city!