



1
2
3
4
5
6
7
8

8: Celebrate SUCCESS!

What to do

A Your project gives you a chance to do something important for your community. It is also a chance to learn to do an even better job next time. Sit down as a group and talk about what you have seen, heard, felt or learned. Share your thoughts.

What happened?

- What was the most fun thing that happened? The least fun?
- What helped you the most? What were the biggest road blocks?
- What effect did it have on your site? On your watershed? So what?
- What have you learned about how humans affect the people, plants and animals in the watershed? How do your actions affect others?
- Did you do what you set out to do? How do you know?
- Has your work made a difference? How?
- Did your work change people's behavior?
- How would you do things differently next time?
- What advice would you give another group working on a similar project?
- What will you do to prevent the problem from happening in the future?
- What other issues or projects would you like to work on?

B Celebrate! After all your hard work to Give Water a Hand, it's nice to celebrate. Not only is celebration fun, but it's a good way to say thank you to people who helped out. Invite newspaper, TV or radio station reporters to your celebration — if they run a story on your success, lots of people will hear about the importance of water issues.

Here are some ideas for local celebration:

- Share your success with your local and national partners.
- Invite newspapers and TV stations to come to see what you have done. The Skills Bank has tips for Working with the Media, page 65.
- Hold a pizza party or picnic.
- Write a story for the community newspaper. Weekly or monthly papers, especially, look for local stories.
- Make T-shirts for group members with the name of your group.
- Use your imagination. It's your celebration!

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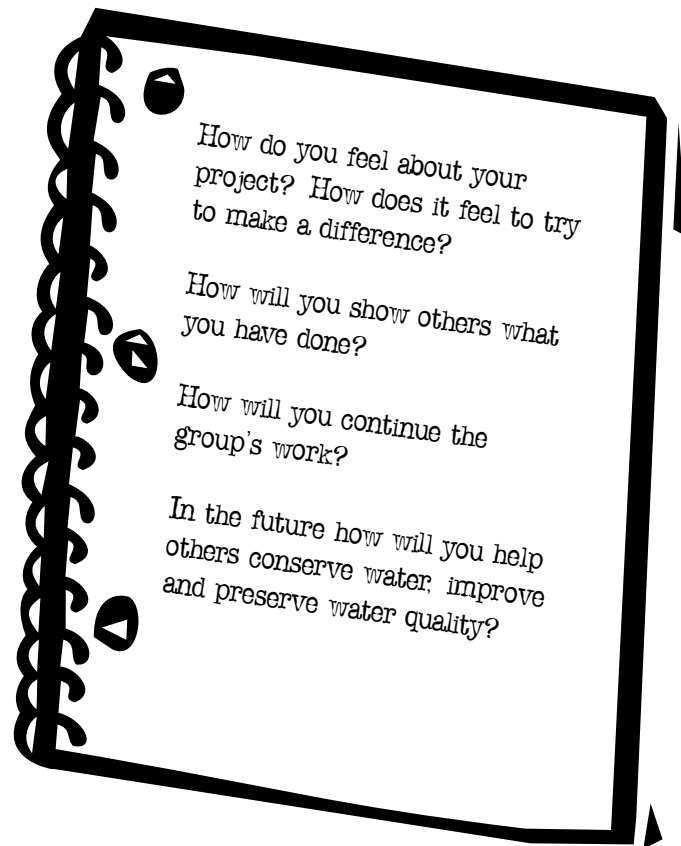
C Plan for future action! One of the best things about finishing a project like this is that now you have all sorts of new contacts, information and skills. You've proven that you can do something important as a team! Now — as a group or by yourselves — you might want to start new projects. There is always lots more to be done!

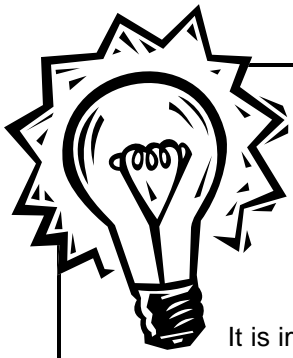
You don't have to start over from the beginning. Look at your Checklist, Watershed Map, Site Map and Project Notebook. Talk to your partners. What is another important need or project? Under What Happened on page 61, you talked about some other projects you might like to work on. You may know of more action you could take on the project you've just finished.

Talk again with your partners and other people you have worked with. Would they like to help again? What ideas do they have?

Make a new Mind Map and Service Project Plan and go for it!

D Reflect on your accomplishments and answer the notebook questions.





Skills bank

It is impossible to foresee all the needs that might come up during a service project. Here are some ideas for helping you learn or sharpen the skills you might need to complete projects. Use these pages as necessary.

An excellent source for additional tips and information on organizing skills is *The Kid's Guide to Social Action*. (Lewis, 1991.) Some of this section is adapted from it.

Brainstorming

There's more than one way to brainstorm. Here are a couple of ideas. Also see Mind Mapping on page 55. Brainstorming is usually followed by some sort of priority setting and/or categorizing.

Traditional

Quickly come up with ideas in a set amount of time. Have someone write them down. This method generates lots of ideas quickly.

Brain Hurricane

Post large sheets of paper (or divide a blackboard into sections) with a topic written on each one. Group members move from one to another and write their best ideas. Topics could come from a previous brainstorming session. This method allows everyone to contribute and to focus on the topics they know best.

Guidelines for Brainstorming

Don't criticize each other's ideas. There are no "bad" ideas at this point. Write all suggestions exactly as they are spoken. Build on ideas of others. Silence may mean everyone is thinking. Don't be afraid of it.

Getting Resources Over the Phone

The phone is a crucial tool for anyone who wants to get things done. Keep a list of all the people whose numbers you call or will need. The group leader should keep a master list and group members should write names and numbers in their notebooks.

Phone tips

- Learn to use the phone book. The Yellow Pages list businesses by category to help you when you know what you want to buy but not who sells it; hardware stores or garden supplies, for example. The blue pages list government agencies and the white pages list individuals and, in some cities businesses. If your phone book has gray or red-edged business pages, this section will also list nonprofit organizations.
- Get permission to use the phone, especially if you will be calling long distance.
- Write out an introduction such as: "Hello. My name is Karen Jones, and I'm from the Johnson County 4-H Water Action Club. We're working on a project to stencil storm drains so people know not to dump pollutants down them, and we hope you might be willing to help us." Repeat this information if your call is transferred to a new person.
- Write down all your questions, including what you need from the person or organization. Be specific.
- Have at hand your Action Guide and any other forms or materials you might need during the call.
- Ask for and write down the name of the person you get help from.
- Write down the information you get. Repeat information such as phone numbers or addresses to check that you heard them right.
- If they will be sending you anything, give them your name (again), and your group's address and phone number.
- Before you hang up, thank the person for helping your group. Send a thank-you note if



they are especially helpful.

- If the person you're calling is not available, leave a short message with your name, phone number and reason for calling. If you leave a message with a live person instead of an answering machine, also ask when you may call again.
- If your contact hasn't returned your call in a day or two, call again. As long as you're polite, it's OK to call again until you get someone.

Taking Notes

You need to write down a lot of information and a lot of details to complete your projects. It would be very frustrating if you lost the name and phone number of the person who promised to donate ten soaker hoses after you spent two hours tracking her down. You can't remember everything, so you need to keep and organize notes.

- Write in your notebook, not on little pieces of paper. If you already have lots of little pieces of paper, copy the information or tape the notes into your notebook.
- Write a date by each entry so you know which information is most recent.
- If several people are writing notes in the same book or form, write your initials by each entry.
- Don't write every word someone says. Think like a reporter. Answer the most important questions: "Who?" "What?" "When?" "Where?" and "Why?" Sometimes you'll need to ask "How?"
- Look back over your notes as soon as you're finished writing to make sure you haven't left out anything important and that you can read your own writing.

Get the Most Out of Interviews

- Call or write to set up an interview in advance. Tell the person what you're doing and why you want to talk. If you have specific questions, give them to the person in advance so he or she can look up or

prepare answers.

- Write your questions and number them. Number answers to match the questions. Staple your notes to your notebook or copy the most important points.
- If a person is coming to meet with you, give accurate directions and, if possible, a simple map showing the route and where to park.
- Be on time. Dress nicely to show respect. Be polite.
- Listen. Smile to show that you are interested. Make eye contact.
- Don't interrupt the person.
- Thank your expert at the end of the interview and then send a brief thank-you note. It's a good way to be remembered positively.
- Never interview someone by yourself. Always have an adult go with you.

Working as a Team

One key to completing your project is working together as a team. Each of you will need to be a leader, and at the same time, each of you will have to be a supportive follower. Take turns at each of the roles below.

Roles in Successful Groups

- **Recorder:** Take notes of important ideas. Write group decisions. Read back what you write so everyone can say whether you got it right.
- **Time Keeper:** Help set realistic blocks of time to discuss each item on the agenda. 20 minutes for progress reports, 10 minutes to pick the date for the final party, etc. Watch the clock and remind the group when your block of time is up.
- **Participation Checker:** Watch to see that everyone gets a chance to talk and that group members don't interrupt each other. Offer feedback at the end of the meeting about how the group did.
- **Leader:** Set the agenda, with input from the group. Make sure everyone understands the goals for the meeting. Keep everyone working on the task. The leader is not the boss, but is an organizer in charge of the meeting.

Tell Your Story

You will need to tell people what your group is doing. You may have to explain it to water experts so they know how to help. You may want to speak to a school assembly. You may have to tell government officials or business people about a problem or solution so they can do something about it.

- Prepare. Think about who you will be talking to (your audience) and what you want them to know. Make a list of words to remind you of key points and number them. What do you want your listeners to do after you speak?
- How much time will you have? Practice once or twice with a clock.
- Speak slowly and clearly. Speak to the person in the back of the room.
- Show and tell. Pictures, videos and other evidence of your work will get attention. Think about what you can do to make your presentation interesting and memorable.
- KISS — Keep It Short and Simple.
- If you will be speaking to a school board or other official group meeting, find out whether they have procedures or rules you need to follow.

Working with the Media

Even if you don't want to be famous, it's worthwhile to get the story of your project in newspapers, and on radio and TV to alert the community to the issues you care about. News organizations generally like to cover projects by young people, especially if they can get interviews or interesting pictures such as kids building compost bins or planting trees. Partners can be very helpful and

may even know reporters personally.

- Write a brief description with your main points. What message — your main idea — do you want to get across? Why is this event important? How will it affect people and the environment in this community? Tell who's doing it, what your project is about and why it's happening.
- Put the description in a news release, or a one page memo, and send it to local news organizations. (See sample text below.) Write "news release" and a contact and phone number at the top. It must be double-spaced, and be typed or a very legible computer print-out — It cannot be hand-written. Get media phone numbers from the Yellow Pages of the phone book, then call to

FOR IMMEDIATE RELEASE

Contact Jamal Harris, Leader January 6, 1996
Pine Valley 4-H Club
(000) 000-0000

4-H Club Shows Environmentally Friendly Products

The Pine Valley 4-H Club will demonstrate environmentally friendly cleaning products on Saturday, January 21 at the Pine Valley Shopping Mall, 2801 South Garden Street from 10:00 a. m. to 3:00 p. m.

[Provide a few details about why this is an important issue and what you will do at the demonstration.]

Together with the Valley Public Water Utility and the Pine County Office of Waste Management, the Pine Valley 4-H Club began in October of last year to research water quality management issues. They identified a need to help consumers choose the most environmentally friendly cleaning products for home use.

Pine Valley 4-H Club's project is part of Give Water a Hand, a national campaign by youth to identify and address water issues in their communities. More than 20 national environmental and water management organizations have collaborated to support Give Water a Hand.

