

2006 –2007 Campus Link AmeriCorps Service Project Assignment Worksheet

Day	Time	Activity	Supplies, Equipment, etc.	Person Responsible	Completion Target Date	Special Instructions

Samples:

Activities: service events (specific), recruit volunteers, reserve location, publicize event, contact media, gather/purchase supplies, meals/refreshments, complete reports, etc

Supplies: paper, pencils, markers, crayons, scissors, books, staplers, hole punchers, glue, labels, name tags, tacks, paint, other.

Equipment: computers, overhead projector, LCD projector, telephones, fax machines, printers, copiers, scanners, cameras, etc.

Tools: hammers, wrenches, screwdrivers, saws, routers, etc.

Building materials: wood, nails, glue, putty knives, paint brushes, caulk, etc.

Transportation: van, truck, passenger car, bus, trailer, motorcycles, bicycles, horses, cows, ox and wagon, © etc.