PLAN YOUR YEAR

The end of the year can creep up on you before you know it. Make it a priority to plan out what you hope to accomplish and when you need to get started. Work backwards: sketch out what you want to do, then back up, create deadlines and figure out when you need to get started. Check out page 12 of the Guidebook for more planning management tips.

SAMPLE PLAN

JULY
- **Set** personal goals
- **Strategize** with United Way adviser and campus adviser
- **Sign-up** for Student United Way Leadership Retreat. Ask your local United Way if they can use flex credits to help out with the cost of travel and lodging

AUGUST
- **Help** students move in while wearing LIVE UNITED t-shirts
- **Walk** through dorms to give information and talk about Student United Way
- **Set up** a booth at an activities fair—be sure to get email addresses!
- **Hold** a few informational meetings (with free food) to raise awareness
- **Sign-up** for Student United Way Leadership Retreat. Follow-up with your local United Way to see if they can use flex credits to help out with the cost of travel and lodging

SEPTEMBER
- **Take part** in the Student United Way Leadership Retreat to connect with student leaders around the world, get training and get inspired
- **Throw** a fun kick-off event so potential and returning members can get to know each other and set group goals for the year
- **Schedule** regular weekly or bi-monthly meeting times and sketch out a plan of activities for the year
- **Give** brief classroom presentations on Student United Way

OCTOBER
- **Organize** a service project for students staying on campus over Fall Break
- **Begin** fundraising for a seed grant to give to support a student’s service project
- **Plan** a Halloween-related project
NOVEMBER
- Mobilize students to help out community members and families as the weather gets colder and Thanksgiving draws near
- Organize midterm study breaks
- Carry out a service project over Fall Break

DECEMBER
- Connect with Student United Ways around the world during International Volunteer Day
- Organize a low-key morale-boosting activity, like a hot chocolate study break or a group library study session. Wear your LIVE UNITED t-shirts!
- Gather for brunch/lunch/dinner to relax and reflect on the semester together
- Celebrate the work you’ve done: Send thank you emails to Student United Way members, volunteers and advisers and host an end-of-the-year gathering to show your appreciation

JANUARY
- Take advantage of the new year buzz to start a new outreach campaign
- Hold info sessions and a semester kick-off event
- Start spreading the word about Alternative Spring Break in March

FEBRUARY
- Begin accepting applications from students for the service project seed grant
- Organize a Valentine’s Day-related event to show your love for your campus and community
- Take advantage of the Super Bowl: Plan a healthy living event to get kids active and a Super Bowl-watching party in a room decked out in LIVE UNITED gear
- Help out with group and individual sign-ups for Alternative Spring Break

MARCH
- Trade your beach towel for a tool belt and participate in Alternative Spring Break
- Take advantage of March Madness: Plan a healthy living event to get kids active and March Madness-watching parties

APRIL
- Hold elections for next year’s Student United Way officers
- Honor yourselves and amazing volunteers around the country during National Volunteer Week

MAY
- Throw an end-of-the-year party to thank Student United Way members, advisers and United Way representatives. Give awards to outstanding members
- Set aside time to listen to feedback from group members, reflections on the year, ideas for positive changes and hopes for next year
- Set up donation spots as students begin moving out
- Host study breaks. Enjoy the weather!

JUNE
- Participate in Day of Action on the 21st
# Planning Example

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<thead>
<tr>
<th>Months:</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
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<td>Distribute flyers to dorms and recruit friends</td>
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<td>Hang posters on campus</td>
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<td>Launch Facebook page and blog</td>
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<td>Organization Fairs – TABLELING!</td>
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<td>Holiday Food Drive</td>
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<td>Big PR Event with Free Food</td>
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<td>Officer Retreat and Member Reflection</td>
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## PLANNING TOOL

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