Project Task List

List each task involved in completing the service project. Be specific! Determine the number of

volunteers needed for each task, the time required, and the priority in which the tasks should be completed.

Project: Location: Date:

Contacts

|  |  |  |
| --- | --- | --- |
| National Service Program | Agency | Volunteer Leader |
| Name: |  |  |
| Phone: |  |  |
| E-mail: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Task | Time Required | # Volunteers  Required |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

This form was created by Hands On Network, a Corporation for National and Community Service training and technical assistance provider. For more information on leveraging additional volunteers, contact Hands On Network at [training@handsonnetwork.org](mailto:training@handsonnetwork.org) or 404-979-2900.