

**MAKING A DIFFERENCE – these sheets will help you plan your project. Don't lose them!**

Action	Notes	Example	Write your answers here
<b>1. GETTING STARTED</b>			
<b>Names of Group Members and date of meeting</b>	So you remember who you are working with!	Names:	Date:
<b>Name of issue</b>	The title of your project	<i>Reduce, reuse, recycle</i>	
<b>Who does this issue affect?</b>	All the people who are affected directly (or indirectly)	<i>Pupils, teachers, teaching assistants, admin staff (the whole world)</i>	
<b>What is our main goal, and why is it important?</b>	This is your goal so everyone knows what you are working for	<i>We want to reduce the amount of paper that gets thrown away in class by 50%</i>	

Action	Notes	Example	Write your answers here
<b>2. GETTING INFORMED</b>			
What information and help do we need?	<p>What do you already know about this issue?</p> <p>What do you still need to know?</p> <p>This could be factual information or peoples opinions.</p> <p>It could also be funding, or equipment.</p>	<p>We know roughly how much paper is thrown away in our own classes, but we need to find out exactly how much is thrown away across the school.</p> <p>We need to find out if we can get money for recycling bins.</p>	
How will we get it?	<p>Who do you need to talk to?</p> <p>What method will you use for finding information?</p> <p>There are lots of different methods.</p>	<p>Ask the caretaker if we can weigh the waste paper at the end of each day all of next week.</p> <p>Talk to the bursar and the council about money.</p> <p>Research on the internet how much could be saved by reducing paper use and how much extra bins, etc. would cost.</p>	

Action	Notes	Example	Write your answers here		
<b>3. GETTING ORGANISED</b>					
What needs to happen?	These are all the things you need to get done to achieve your goal.	<ul style="list-style-type: none"> <li>• Research into current use and what we could do instead</li> <li>• Agree a plan with the school</li> <li>• Get new equipment, write guidance</li> <li>• Publicise what is going on and why</li> <li>• Get staff and students to follow guidance</li> </ul>			
How will we get it done?	Any details which will explain how these tasks will get done. These are the action points. If the action points need money, you should include it in this section.	<ul style="list-style-type: none"> <li>• Weigh current waste</li> <li>• Research alternatives</li> <li>• Arrange meetings with caretaker and bursar</li> <li>• Write guidance</li> <li>• Produce posters</li> </ul>	Action	Name (initials)	Date
Who will do it?	Make sure you have names by all the action points. There could be more than one name for each task.				
When should it be done by?	Put a date by each action point so you know when it should be completed.				
When are we next meeting?	This is important, so you know when you are meeting back together to see how it's going. You might need to change some of the action points or timeline if new issues arise.				