



Service Project Guide

The following **myPlan Service Project Guide** provides student leaders with tools and information to increase knowledge of dating violence on their college campus, and to promote the myPlan Safety App as a resource for students experiencing dating violence or friends who want to help.

| TIMELINE * | TASK | NOTES |
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| <p>3-4 months prior to project implementation</p> | <p>Become an official myPlan Service Project by signing up for the myPlan Toolkit.</p> | <p>Review the online myPlan Campus Toolkit, (myPlanApp.org/colleges) which includes info on myPlan, outreach materials, and other tools to help you successfully promote myPlan on your campus. Begin thinking about how you'd use these tools and resources in your project.</p> |
| <p><i>*Measured by months, weeks, and days before launch date. Dates are tentative depending upon each school, organization, and project.</i></p> | <p>Notify administration and key faculty that you intend to run a myPlan Service Project.</p> | <p>It can be helpful to get early, preliminary approvals from administrators and/or faculty for your project.</p> <ul style="list-style-type: none"> • Check any requirements for service-learning or academic credit, if that applies to you. • Check to see if you will need approval for any of the steps related to your project. For example, will you need to get approval if you plan an awareness or education event, outreach materials, to occupy space or get a table at an event, to hang posters, send campus-wide emails, distribute food and |

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| | | <p>beverages, etc.?</p> <ul style="list-style-type: none"> • Check on timelines and requirements for any final approval process with administration/faculty |
| | <p>Identify or create a lead organizing committee for the myPlan Service Project.</p> | <p>For larger service-learning projects, many hands makes light work! You might work with an existing group (for example, a campus sexual assault or dating violence organization, your sorority or fraternity, etc.) or you might create a new group for this specific purpose. To help recruit members, determine if time spent towards myPlan Service Project would count towards volunteer hours or philanthropy requirement for certain clubs, organizations, or majors. Once your members are chosen, identify a leader for each task.</p> |
| | <p>Decide whether your myPlan Service Project should partner with another campus event or activity.</p> | <p>Consider whether it would be helpful (get more attention, reduce costs and time) if your event(s) go along with another event, or multiple events, such as Take Back the Night, RA orientation, homecoming week, spirit week, Valentine’s Day, etc.</p> |
| | <p>If planning your own campus-wide event and/or discussion, brainstorm all logistics and how much time each will take, as well as total cost of event(s). If needed, develop a</p> | <p>Consider if you need to reserve a room or space, invite speakers, print flyers, email invitations, rent tables/chairs, secure media coverage, etc. If partnering with another event or group, ask if you can share resources. Also, check existing club money to help with possible expenses and ask administration for monetary or logistical support.</p> <p>Events/activities could include: tabling at a resource fair, coffee and chats, ice-cream</p> |

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| | budget and brainstorm ideas for financial support. | social, movie screening, open-mic, slam poetry, mini Ted Talk, etc. * Outreach materials are provided in the myPlan Campus Toolkit. |
| | Provide an update on myPlan Service Project implementation. | A few months after signing up with myPlan Campus Toolkit, we will contact you with a short survey to hear how your planning is going! |
| 1-2 months prior to project implementation | Sign on to official myPlan social media channels (Facebook, Instagram, Twitter). | Written content and visuals are provided in the myPlan Campus Toolkit for social media posts, all you need to do is post them (sharing is caring!). |
| | Create a plan for how partners can support the project. | Ask Resident Advisors if your group can host discussion nights to educate and offer myPlan Campus Tool and discuss healthy vs. unhealthy relationships during launch week and/or day of event. Ask professors and faculty if you can speak in their classes to encourage people to attend and participate in your myPlan activities. Inquire if teachers will incorporate student attendance at myPlan event(s) for extra credit or part of an assignment. *Use myPlan Campus Toolkit handouts, PowerPoints slides, and Bulletin Board Kit for recruitment. |
| | Develop an outreach | Make a list of organizations as prospective users or supporters of myPlan, including: student government; fraternities and sororities; athletes; women's center; |

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| | plan and connect with partners and allies to support the service project. | sociology, social work, psychology, LGBTQ, and honors clubs; ROTC; volunteer groups, etc. To get the word out, use myPlan Campus Toolkit email templates and outreach materials, and share ways people can be involved as partners. |
| | Train student leaders on roles & responsibilities for launch week, and/or event day. | Educate student leaders on strategic messaging and key points about dating abuse to educate and recruit administration and students to attend event(s). *Utilize myPlan Campus Toolkit tools, including myPlan Overview Doc and the myPlan PowerPoint, as well as download how-to use the myPlan app. |
| Post project implementation | Provide feedback on the myPlan Campus Toolkit. | We will send you a short survey about your use of the toolkit and ask for your feedback. Your input will help the myPlan team understand ways of improving how to get the word out to students about helpful resources for dating violence on campus. |

For technical assistance or questions, please contact: themyPlanApp@gmail.com