

Sample Timeline

You will need to create a timeline to help you move through the process of completing your community project. The list below may help you decide what to include in your timeline. Some of the jobs listed may not apply to you and your specific project, and you may want to add other jobs to your timeline. We are happy to help you create a timeline if you need it.

Sample timeline for award recipients:

JOB	DATE(S) COMPLETED
Meet with your sponsoring organization throughout your project.	(List the dates when you make contact with your organization)
If necessary, round up volunteers to help you with your community project.	(List the date when you have your group of volunteers ready to help you) Be sure to keep the names and contact info. of each volunteer. 1. Jake Green, can help on Saturday mornings, 410-222-2222 2. Molly Brown, can help on Saturday mornings, and Sunday afternoons, 410-777-7878
Gather the materials you will need for your project.	(List the date when you have gathered all your materials) Be sure to keep receipts for any materials you purchase.
Check in with your mentors.	(List dates when you make contact with your mentors)
Check in with your Children's Council representative.	(List the dates when you contact your representative)
Make all necessary phone calls and/or contacts.	(List the dates and calls you make during your project) 1. I called my neighbor to ask if I could borrow his wheelbarrow on 4/4/26. 2. I asked my principal for permission to leave school early on 4/7/26 so I could meet with my sponsoring organization. 3. I went to Ace Hardware and spoke to the manager asking for a donation of one box of nails for my project.
Complete your project no later than December 31, 2026.	(List the date you complete your project)
*Attend the County Commissioners meeting in TBD.	If you are chosen as an award recipient, you will be recognized at this meeting.