**Group Project Scoping Tool – Episodic**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Non-Profit Host: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person completing the scoping: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This tool is designed to assist with the development of projects that can utilize one-time groups. Ideally, the goal is to create several meaningful projects that can be repeated. Examples: a.) in a youth care setting, organizing and cataloging a library, art supplies, etc. b) throwing a monthly birthday party for the residents of a nursing home; or c.) refreshing seasonal decorations in the public areas of a facility, including planning spring/summer flowers.

**Project Information**

Describe the project:

What are the specific tasks?

Who is the lead staff person?

What day of the week?

What time of the day? (shift)

Location? Indoor or outdoor?

How long is the project? (1 hour, half a day, etc.)

How much advance notice is needed prior to the day of the project?

How frequently can the project be repeated? (every day, once a month, once a year, etc.)

Define any special skills that are needed:

What type of training is provided?

Can the project accommodate people of varying abilities (physical)?

What is the impact and how is this project connected to the mission?

What are the outputs and outcomes?

In what way will the volunteers be recognized?

**Group Information**

How many volunteers can be accommodated: Min \_\_\_\_\_\_\_\_\_\_\_\_ Max \_\_\_\_\_\_\_\_\_\_\_\_

What is the minimum age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with an adult? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What tools will the group need to bring?

What should participants wear?

What type of screening is required?