GENERATION EARTH

STUDENT ACTION GUIDE

NAME_____ GRADE ____ CLASS_____ PERIOD ____

WHO WE ARE
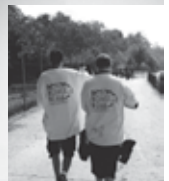
GENERATION EARTH

GENERATION EARTH was created by the Los Angeles County Department of Public Works by TreePeople to take advantage of two compelling concepts. First, that youth are powerful agents of change in their families and among their friends, and second, that routine choices made by individuals on a daily basis have a collective environmental impact.

The Department of Public Works believes that the rewarding experience of taking action and making a positive change will inspire youth to take responsibility for their lives and, in turn, their communities.

Taking part in an environmental service project to benefit you and your community is a positive way to make a difference. The Student Action Guide is provided as a tool to help you manage your assigned tasks and keep track of your progress, budget and contacts.

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WHAT I HOPE WE ACHIEVE
AS A RESULT OF THIS PROJECT

1 CAMPUS OR COMMUNITY NEED:

2 PROJECT NAME:

3 DESCRIBE THE PROJECT AND HOW IT WILL
SERVE THE COMMUNITY:

WHAT ARE THE MAIN TASKS YOU HAVE TO COMPLETE?

1 PRIORITIZE YOUR MAIN TASKS.

On your list, place the tasks in order of importance.
Make sure the tasks can be completed in a timely manner.

2 LIST THE SUB TASKS NEEDED TO COMPLETE THE MAIN TASK.

For example, if you are in charge of creating posters as a main task,
the sub-tasks to complete it would include:

1) Planning what you want to say
2) Running your ideas by fellow students
3) Getting materials
4) Making them

3 PLAN WHAT NEEDS TO BE FINISHED AND WHEN.

Individually or as a group, set deadlines so you don't get stuck on
a particular task. Write in a date
when each main task and subtask
should be completed.

WHAT I AM RESPONSIBLE FOR MAKING HAPPEN AS PART OF THE PROJECT

MAIN TASK 1
DUE DATE

DESCRIBE TASK

SUB TASK 1
DUE DATE   DESCRIBE TASK

SUB TASK 2
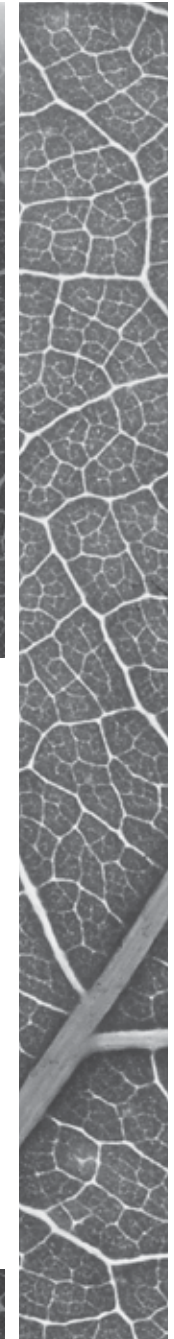DUE DATE   DESCRIBE TASK

SUB TASK 3
DUE DATE   DESCRIBE TASK

SUB TASK 4
DUE DATE   DESCRIBE TASK

MAIN TASK 2
DUE DATE

DESCRIBE TASK

SUB TASK 1
DUE DATE   DESCRIBE TASK

SUB TASK 2
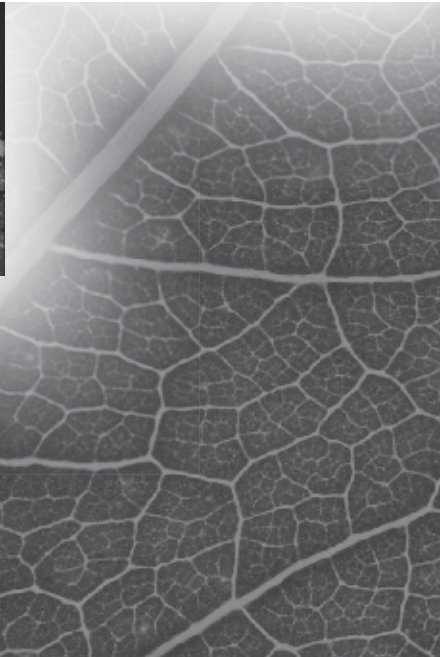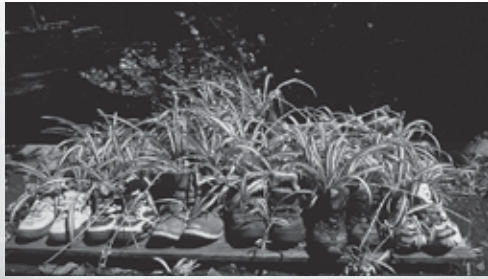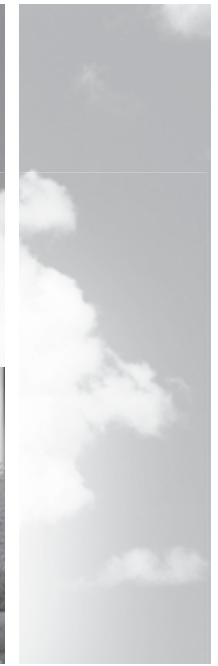DUE DATE   DESCRIBE TASK

SUB TASK 3
DUE DATE   DESCRIBE TASK

SUB TASK 4
DUE DATE   DESCRIBE TASK

THE TALENTS I BRING
TO THESE TASKS

WHAT I AM RESPONSIBLE FOR MAKING HAPPEN AS PART OF THE PROJECT

MAIN TASK 3
DUE DATE

DESCRIBE TASK

SUB TASK 1
DUE DATE   DESCRIBE TASK

SUB TASK 2
DUE DATE   DESCRIBE TASK

SUB TASK 3
DUE DATE   DESCRIBE TASK

SUB TASK 4
DUE DATE   DESCRIBE TASK

MAIN TASK 4
DUE DATE

DESCRIBE TASK

SUB TASK 1
DUE DATE   DESCRIBE TASK

SUB TASK 2
DUE DATE   DESCRIBE TASK

SUB TASK 3
DUE DATE   DESCRIBE TASK

SUB TASK 4
DUE DATE   DESCRIBE TASK

KEEP TRACK OF YOUR PROGRESS AS YOU WORK THROUGH YOUR TASKS.

USE THIS LOG TO RECORD YOUR NOTES.

THIS INFORMATION COULD INCLUDE:

DATE

WHAT WAS WORKED ON

WHO YOU TALKED TO

WHAT YOU FOUND OUT

INDICATIONS OF PROGRESS

ANYTHING ELSE?

WHAT I DID TO ACCOMPLISH MY TASKS

DUE DATE

WHAT I DID/WHO I TALKED TO: RESULT:

DUE DATE

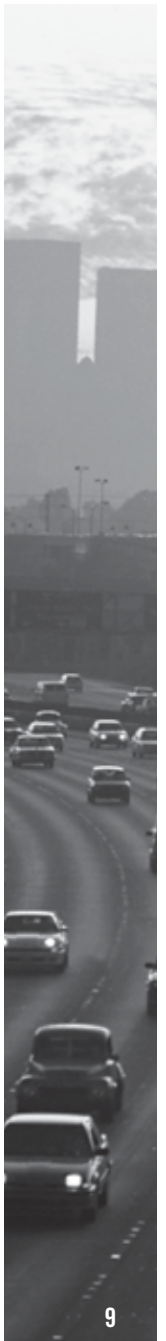WHAT I DID/WHO I TALKED TO: RESULT:

DUE DATE

WHAT I DID/WHO I TALKED TO: RESULT:

DUE DATE

WHAT I DID/WHO I TALKED TO: RESULT:

AVOID PROCRASTINATION

1 **START** WORKING AND JUST GET THE TASK DONE.

2 **COMPLETE** YOUR TASK AND MOVE ON.
You don't have to be a perfectionist. Go back to it if you have time later.

3 **EVEN** IF IT IS NOT THE MOST EXCITING TASK, DON'T GET DISTRACTED.
It's just another reason to get it done!

Putting off a sub task until the last minute can result in the main task being incomplete and causing the project to get off the main timeline. In the end, this may affect the entire project.

WHAT I DID TO ACCOMPLISH MY TASKS

DUE DATE

WHAT I DID/WHO I TALKED TO: **RESULT:**

DUE DATE

WHAT I DID/WHO I TALKED TO: **RESULT:**

DUE DATE

WHAT I DID/WHO I TALKED TO: **RESULT:**

DUE DATE

WHAT I DID/WHO I TALKED TO: **RESULT:**

ARE THERE ANY EXPENSES ASSOCIATED WITH YOUR TASKS?

1

THESE COULD INCLUDE:

MATERIALS   TELEPHONE

TRANSPORTATION   PHOTOCOPYING

OFFICE SUPPLIES   MAILINGS

2

IF SO, WHAT ARE WAYS TO GET DONATIONS OR RAISE MONEY?

LIST YOUR IDEAS FOR DONATIONS, FUNDRAISING, OR OTHER INCOME:

TIPS FOR ASKING FOR DONATIONS OR CONTRIBUTIONS:

Write a letter – Explain details about your project, why it is important and what you are requesting. It is always better to deliver the letter in person.

Be prepared – When you meet with individuals or groups to tell them about your project, have all your facts straight. Be specific with what you are asking for.

Follow up – People get busy and may not remember to get in touch with you. Be sure to call or drop by and remind them of what you are asking.

WHAT I NEED TO
ACCOMPLISH MY TASKS THAT COST MONEY

EXPENSES

DESCRIPTION: _____

_____ COST: _____

DESCRIPTION: _____

_____ COST: _____

DESCRIPTION: _____

_____ COST: _____

DESCRIPTION: _____

_____ COST: _____

TOTAL: _____

INCOME

ITEM OR MONEY AMOUNT: ☐ DONATION   ☐ FUNDRAISING
WHO FROM:

ITEM OR MONEY AMOUNT: ☐ DONATION   ☐ FUNDRAISING
WHO FROM:

ITEM OR MONEY AMOUNT: ☐ DONATION   ☐ FUNDRAISING
WHO FROM:

ITEM OR MONEY AMOUNT: ☐ DONATION   ☐ FUNDRAISING
WHO FROM:

ITEM OR MONEY AMOUNT: ☐ DONATION   ☐ FUNDRAISING
WHO FROM:

ITEM OR MONEY AMOUNT: ☐ DONATION   ☐ FUNDRAISING
WHO FROM:

WHO MIGHT BE INTERESTED IN HELPING YOU WITH YOUR TASKS?

SOME IDEAS ARE FAMILY, FRIENDS, SCHOOL STAFF AND COMMUNITY MEMBERS.

USE YOUR RESOURCES WISELY.

Have you tapped all of your resources? Some of your best resources can be found at home or in the community.

Other teachers may be a terrific resource for what you need. How about family members or local businesses? You might be surprised who may want to help. All you need to do is ask.

WHO DO I KNOW THAT CAN HELP WITH MY TASKS?

NAME	HOW TO CONTACT THEM
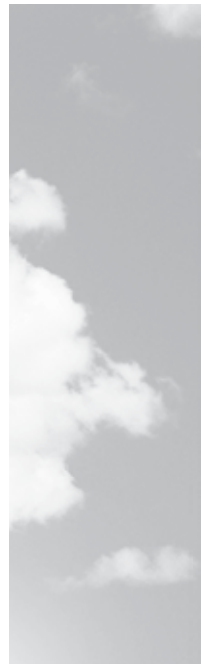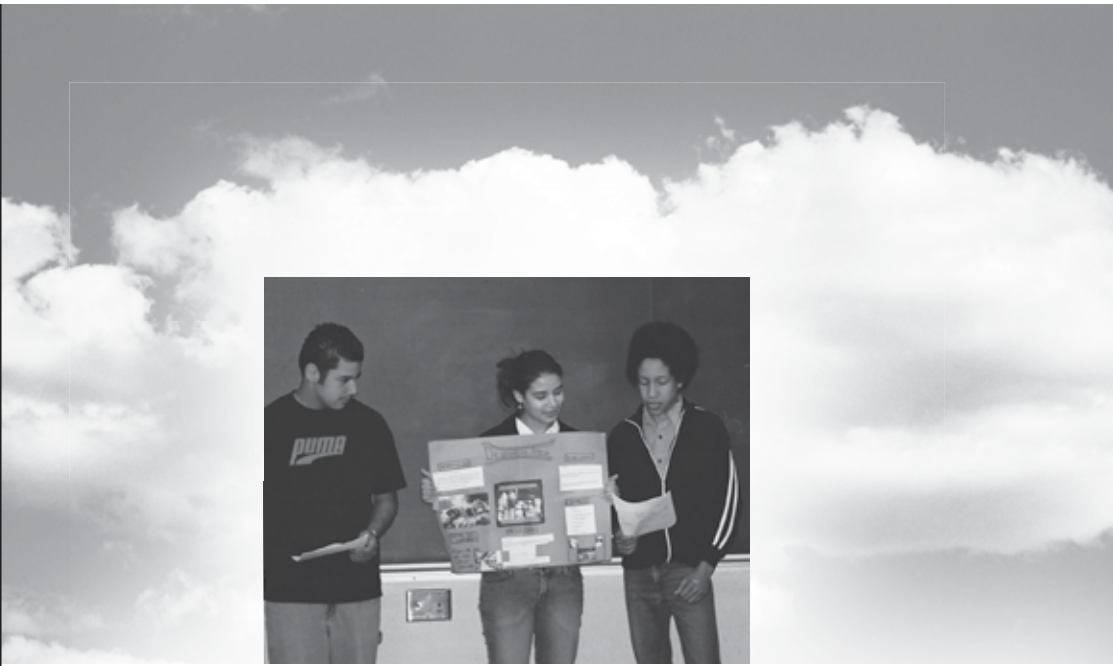
WHAT I LEARNED
FROM MY EXPERIENCE

EVALUATE YOUR PROJECT

1 WHAT WERE THE MOST SUCCESSFUL PARTS OF THE PROJECT?

2 WHAT WAS THE LEAST SUCCESSFUL?

3 WHAT WOULD YOU DO DIFFERENTLY NEXT TIME?

THANK YOU FOR TAKING PERSONAL RESPONSIBILITY FOR IMPROVING THE QUALITY OF YOUR OWN LIFE, AND THE LIVES OF THOSE AROUND YOU. EVERY POSITIVE STEP YOU TAKE MAKES A DIFFERENCE!

GENERATION EARTH

AN ENVIRONMENTAL EDUCATION PROGRAM

OF THE COUNTY OF LOS ANGELES, DEPARTMENT OF PUBLIC WORKS

presented by TreePeople