

## Leadership Brunswick County Project Outline

1. This is a team assignment. We will have **three** teams. Each team must select a team leader. You will know your team assignment at the October 17<sup>th</sup> session. Your project is to create a service project for a non-profit organization.
2. At the October 17<sup>th</sup> Leadership Brunswick County Session you will meet with your team. Your team will have up to 5 minutes to choose a team leader. **The team leader's role is to keep the team on task, ensure a fair distribution of duties, ensure every team member is included, provide guidance, structure and act as the spokesperson.**
3. Once the Team Leader is establish, he/she will lead a team discussion to choose a non-profit organization whom the team will contact and work with to create a service project. These are service projects and not fundraising projects. Your team will then create a plan of action including establishing the chosen organization is agreeable to a project.

Here are examples of past projects to assist you:

### Leadership Brunswick County Project List

<u>Year</u>	<u>Title of Project</u>	<u>Project Summary</u>
2010-11	Word of Life Outreach	Provide enrichment, motivation, and to increase self-esteem to groups of children at WLO through a series of workshops
2011-12	Senior Sweep	Organize a 2-day event to help seniors with minor household repairs, yard clean-up and maintenance
2012-13	Matthew's Ministry	Assist MM develop a corporate program to potentially increase their number of volunteers and resources to keep program viable
2012-13	Affordable Housing	Identify existing agencies and opportunities for low-income families to find decent, affordable housing
2013-14	Help Brunswick.com	Team created and launched a website where an individual can view all registered Brunswick County charitable organizations - either to volunteer or to contact for assistance
2014-15	Literacy Council	Assemble a purposeful and productive marketing plan to assist the literacy council
2015-16	Project Help (Heroin)	Develop (in conjunction with Sheriff's Dept) a pamphlet to identify treatment facilities and steps to get help for heroin addicts in Brunswick County
2015-16	Interview Boot Camp	To develop a curriculum for classes held by Brunswick Family Asst to provide interview skill training for entry level job applicants
2015-16	YMCA in Bruns County?	Conduct a feasibility study to determine need for a YMCA facility in Brunswick County

4. The Team Leader will notify October Session Facilitator Dana Fisher of the team's decision. If the teams choose the same organization, a drawing will determine who will work for that organization and the other team(s) will resume their discussion to choose another organization.
5. Your team leader or designated team members must make an appointment and meet with your chosen organization's leadership **prior to November 14, 2018** session. This person(s) will obtain permission from the organization for a project and gain information on that organization's needs which will be brought back to the team for discussion. The Team will meet from 3pm-4pm on November 21st to discuss this information begin to develop your project.
6. Your group must agree upon on a project they would like to do for the organization. After selecting what type of project the team must develop a project proposal. The project proposal must be emailed to Shannon Viera- [sviera@brunswickcountychamber.org](mailto:sviera@brunswickcountychamber.org) by **December 19, 2018**.
7. If your group will need funds to complete the project they must be secured from the non-profit you are doing the project or you can ask Leadership Brunswick County for up to \$250.00. Receipts will be required for all reimbursements.
8. Project proposal must be professionally presented. It must include:
  - a. Cover page
  - b. Resume/professional vita of each team member
  - c. Stated objective of the project
  - d. Timeline on completion of project
  - e. Resources needed to complete project including a budget.
  - f. Implementation Plan for the project.
  - g. Follow-up Plan
9. The Leadership Brunswick County Planning Committee will notify the team leader by **January 7, 2019** if your project has been approved. Once approved your project must be completed by **May 1, 2019**.
10. Finally, an oral presentation about the completed project will be given on **May 15, 2019**.

## **EXPECATION FOR THE FINAL LEADERSHIP BRUNSWICK COUNTY PROJECT PRESENTATION**

1. The final project presentation is to be professionally presented and in a 3-ring binder.
2. The final presentation should include:
  - a. Cover page
  - b. Resume/professional vita of each team member
  - c. Stated objective of the project
  - d. Timeline on completion of project
  - e. Resources needed to complete project.
  - f. Implementation Plan for the project
  - g. Follow-up Plan
  - h. Results of the completed project
  - i. Evaluation on the project from the Organization
  - j. Evaluation on the project from the Team
3. Oral Presentation  
30 minutes maximum  
All team members can verbally share in the presentation, but not mandatory.  
AV equipment and visual aids may be used

In the oral presentation, the following must be covered:

Objective  
Problem  
Solution  
Implementation  
Resources Involved  
Follow up & Review

**Questions? Contact:** Shannon Viera, President  
Brunswick County Chamber of Commerce  
114 Wall Street, Shallotte, NC 28470  
(910) 754-6644  
[sviera@brunswickcountychamber.org](mailto:sviera@brunswickcountychamber.org)

**Timeline Review:**

September 19 <sup>th</sup>	Participants take Myers Briggs Test
October 17 <sup>th</sup> -	Team Assignments Announced Teams Choose Team Leader & Organization Team Creates Plan of Action
October 17 <sup>th</sup> - November 14 <sup>th</sup>	Team Leader or Designee Meets with Organization
November 14 <sup>th</sup>	Project Work Scheduled in Class
November 14 <sup>th</sup> - December 19 <sup>th</sup>	Project Proposal Completed and E-Mailed to Karen
December 19 <sup>th</sup> -January 7 <sup>th</sup>	Teams notified if Project Proposal is accepted
January 16 <sup>th</sup>	Project Work Scheduled in Class
March 20 <sup>th</sup>	Project Work Scheduled in Class
April 17 <sup>th</sup>	Project Work Scheduled in Class
May 1 <sup>st</sup>	Project must be completed
May 15 <sup>th</sup>	Project Presentations