

### Five steps for a successful ISCPA Month of Service team

1. Choose a team leader
  - Serve as point person and key communicator
  - Complete all information for ISCPA before and after the event
  - Gather team members' names and shirt sizes
  - Coordinate group project(s)
  - Take photos or collect team photos to post on social media
  - Collect all project reporting information
2. Assemble the team
  - Get the word out to find members
  - Gather to discuss the team's purpose and desired goals
3. Organize the team's activities
  - Choose the service project(s)
  - Schedule the date(s) and time
  - Decide how often the team will meet before, during and after Month of Service
4. Motivate the team
  - Be enthusiastic
  - Praise and publicize achievements
  - Encourage collaboration
5. Establish a formal deadline
  - Set date for all team members to report actions to team leader
  - Use data for team leader's final information submission to ISCPA
  - Celebrate accomplishments



### Key Dates:

Aug. 11 – deadline to submit team members' names and shirt sizes to meet t-shirt cutoff date. Team lead registers the group on ISCPA website.

Aug. 22 – meet with entire team and brainstorm what project(s) will be done this year. Make sure everyone adds to their calendar to lock in dates the events will take place. Team leader keeps a master calendar to stay on-top of all activities and deadlines.

Aug. 28 – t-shirt pick up begins! If you have team members that live or work in Polk or Dallas counties, designate one member to pick up team t-shirts from the ISCPA office between 8 a.m.-4:30 p.m. Aug. 26-31. ISCPA will mail shirts to participants and teams outside Polk and Dallas counties. We encourage all participants to wear the shirts during service project work to help visually support the profession, ISCPA and the sponsors that make this event a success.

Sept. 1 – touch base with team members and offer encouragement. This is especially important if the team is

performing individual projects rather than one big team project. Ask for photos to share with ISCPA and on social media.

Sept. 15 – check in with those that have completed projects. Include a copy of the event review form to make sure you capture all data needed for ISCPA to accurately measure the impact participants have during the Month of Service. Request photos of the service in action and share with ISCPA.

Sept. 30 – gather all team members' event review forms and compile for one master team review submission to the ISCPA office. Perhaps celebrate your team's accomplishments with a special treat in the office.

Oct. 10 – last day to submit the master team reporting information to ISCPA. The team leader is the only one who will do the reporting, so make sure this is on the team leader's calendar. Find the link to report on [www.iacpa.org/MOS](http://www.iacpa.org/MOS).

Thank you in advance for making your team even better than before. If you are new to the Month of Service event, welcome! We hope you get as much benefit as those you help with your service.