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**Group Leader’s Checklist – What to do and when to do it**  
(All italicized items can be downloaded from [www.theh2oproject.org](http://www.theh2oproject.org).)

**1. Prepare.**

- Copy and distribute the [Letter to Parents](#) if youth are participating.
- Print and display [posters, brochures, or bulletin inserts](#). Let your group know what’s coming!
- Buy disposable **cups** (for holding cash) and affix [cup labels](#).

**2. Week one.**

- Read the [Introduction Comments](#), then play [Video-Week 1](#) (running time 6 minutes)
- Distribute **cups** (and [wristbands](#) and [scorecards](#) if you’ve ordered them on-line at [www.theh2oproject.org](http://www.theh2oproject.org).) Ask those who are going to participate in the project to put on their wristbands and begin right now.
- Make water your only beverage for two weeks, and to keep track of the money that saves.

**3. Week two.**

- Show [Video-Week 2](#), using comments from the [Introduction Comments](#) page.
- Print and distribute [brochures](#) or [scorecards](#) as a recap of the project.
- Ask that donations be brought in next week.

**4. Follow-up.**

- Have everyone empty their contributions into a **bag** or **bucket**.
- Give out “I Gave Water” [stickers](#) or choose an idea from the [Celebrations](#) page.

**5. Remit and report.**

- Count your funds. Tell your group how much they raised. Remember, as little as \$1 can give someone clean water for a year. \$10 can give someone water for a lifetime!
- Fill out a [feedback form](#) on line (or on the back of this page) and a [remittance form](#). (also on back.)
- Make out your check to the water organization you’ve chosen to support. (See the example below.) (Recommended organizations are listed on our [donate](#) page.)
- Send your donation and feedback to The H2O Project: 4008 Louetta Road # 283, Spring, TX 77388

Date \_\_\_\_\_

PAY TO THE ORDER OF: **Water Organization you Chose** \_\_\_\_\_ \$ Amount of Donation  
\_\_\_\_\_ dollars

FOR: **The H2O Project**

Thank you for joining The H2O Project. Your participation will change the life of someone who needs clean water. Because The H2O Project never takes a "cut" of your donation, we keep our costs at a minimum by making most of our supplies available via download from [www.theh2oproject.org](http://www.theh2oproject.org). Please be sure to check out all we have waiting for you there. There's also a checklist on the back of this page.

And when you're finished, be sure to let me know how it went by using the form on the bottom of this letter. I look forward to hearing from you! With Joy, *Brenda Koinis*  
 Founder

**Give us your feedback!** We'd love to know how it went.

(You can also use our online feedback form: <http://www.theh2oproject.org/feedback.html> ) **OR**

**Post your feedback and photos on Facebook! (But please send us this form as well.)**



Send this form with your check directly to The H2O Project:  
 The H2O Project, 4008 Louetta Road #283, Spring, TX 77388-4405  
 Be sure to make your check out to the water organization you wish to support. Suggestions are available on our [donate](#) page.

Your Name:	
Your Organization:	
Your Address:	
City, State, ZIP:	
E-mail:	

SO HOW

How many *attended* the presentations? \_\_\_\_\_

DI SO HOW

How did you hear about The H2O Project? \_\_\_\_\_

GO DID IT

GO? How many *participated* in the project? \_\_\_\_\_

How much money was raised? \$ \_\_\_\_\_

What water partner did you choose to support? \_\_\_\_\_

Did the project benefit your group spiritually? If so, how?

Would you consider participating in The H2O Project again in 1-2 years? Yes / No  
 Why or why not?

What would make H2O a better program?