ACTIVITY PLANNER

Filled in by Officers

Activity _____

Activity chair _____

Consultant _____

Address _____

_____ Phone _____

Place _____ Date _____

Officers' comments

Filled in by Activity Committee

Committee members

DETERMINE THE ACTIVITY (Call a committee meeting, discuss the event, make the plan)

What is to be accomplished? _____

IDENTIFY THE RESOURCES

Equipment and facilities needed

Cost and how activity is paid for

Personnel required

CONSIDER ALTERNATIVES

How can activity be accomplished?

What are alternate plans?

Filled in by Activity Committee

REACH A DECISION—MAKE THE PLAN
—DELEGATE RESPONSIBILITIES

Tasks to be completed	Assigned To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow up—At additional meetings and through personal contacts, follow up on all assignments until you are sure you are all set. If the going gets rough, call on your Advisor for help.

CARRY OUT THE PLAN—CONDUCT THE ACTIVITY
Just before the activity, double-check all arrangements and conduct the activity to the best of your ability, using your committee and consultant.

Notes

After the activity be sure to thank everyone involved and leave things clean and in good order.

EVALUATE THE ACTIVITY

Did the members like it? _____

Number participating _____ Venturers _____ Friends _____ Adults _____

Should we repeat this activity? Yes ■ No ■ Why?

How well did the plan work?

How can we improve the activity?

What were costs? To the crew _____ Cost per person _____
Attach all receipts or bills for the activity.

Signed _____ Date _____
Activity committee chair

Fill out and return this report as you plan, execute, and evaluate your activity. Return the completed report to the vice president for program for inclusion in the crew's activity file.