ACTIVITY PLANNER

Filled in by Officers

Activity _____

Activity Chairman _____

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 _____

_____

Manpower 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

Job to be done	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 and 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. Turn the completed report in to the vice president for program for inclusion in the crew's activity file.