

ACTIVITY PLANNER

Completed by Officers

Activity _____	Check Experience Areas <input type="checkbox"/> Leadership <input type="checkbox"/> Outdoor <input type="checkbox"/> Fitness <input type="checkbox"/> Service <input type="checkbox"/> Social <input type="checkbox"/> Citizenship
Activity Chair _____	
Consultant _____	
Address _____	
City, ST, Zip _____ Phone _____	
Place _____ Date _____	
Officers' Comments _____ _____	

Completed 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? _____ _____

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

Signed _____ Date _____

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