



# ACTIVITY PLANNER

Filled in by Officers

Activity \_\_\_\_\_

Activity chair \_\_\_\_\_

Consultant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Place \_\_\_\_\_ Date \_\_\_\_\_

Officers' comments \_\_\_\_\_

### Check Emphasis Areas

- Career Opportunities
- Life Skills
- Service Learning
- Character Education
- Leadership Experience

Filled in by Activity Committee

Committee participants \_\_\_\_\_

**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? \_\_\_\_\_

Filed 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 participants like it? \_\_\_\_\_

Number participating \_\_\_\_\_ Explorers \_\_\_\_\_ 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 post \_\_\_\_\_ 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 post's activity file.