

Chapter Activity Planning Process

Example Activity for the Employment Program of Work Goal

Step 6: Report



Potential Audiences: Chapter members, parents, community members, school faculty

Information to Share: Pictures, attendants, description of activity

Reaching Our Audience: Chapter Web site and news letter, school newsletter, yearbook, town newspaper, letter to vendors



Step 5: Reflect

What went just as we planned? 15 vendors were present, 150 students participated

What would we change about our plans if we do this activity again? Prepare for electrical needs

What results were achieved? Employers offered interviews and to come back next year



Step 1: Organize

Activity Name: Career Fair

Program of Work Goal: Employment

Basic Details: Hold career fair at the high school with businesses and colleges on May 1st; Lead: Ann Arthur

Budget: Advertising: \$100

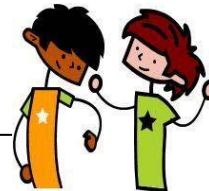


Step 4: Act

Completing the Tasks: Individual assignments and task descriptions will be tracked using the Individual Task Tracker from the CAP

Progress Meetings: Weekly reports

Motivating Members: Encourage businesses to offer internships or after school employment; accountability partners and task checklists



Step 2: Assess

Need Filled By Activity: Provides career exploration opportunity

Activity Goals: 10-15 vendors attend, 90% of members attend, 50% of other students attend

Measures of Success: Number of vendors and students in attendance

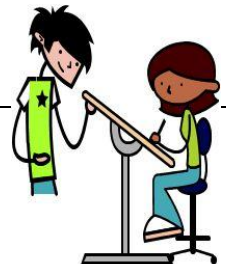


Step 3: Plan

Planning Factors to Consider: Location, budget, volunteers, vendors to invite, permission, set-up and tear-down

Action Plan:

- 1) Site and permission - Sue Ti due March 1st
- 2) Invite vendors - Tim Stevens due March 15th
- 3) Secure supplies - Tamika Jones due April 1st
- 4) Advertise - Sean Smith due April 15th
- 5) Set up and tear down – all on May 1st



Chapter Activity Planning Process

Example Activity for the Professional Development Program of Work Goal

Step 6: Report



Potential Audiences: Chapter members, parents, community members

Information to Share: Pictures, attendants, description of activity

Reaching Our Audience: Chapter Web site and news letter, school newsletter, yearbook, town newspaper



Step 5: Reflect

What went just as we planned? State officers presented well

What would we change about our plans if we do this activity again? Take a count of students planning to attend

What results were achieved? More students attended than expected and the banquet was very nice



Step 1: Organize

Activity Name: Etiquette Workshop

Program of Work Goal: Professional Development

Basic Details: State officers present etiquette workshop October 27th 4-6 pm Mr. Kissler's classroom; Lead: Sarah Mosier

Budget: State officers: \$350

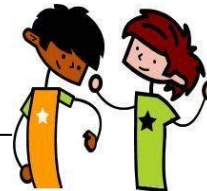


Step 4: Act

Completing the Tasks: Individual assignments and task descriptions will be tracked using the Individual Task Tracker from the CAP

Progress Meetings: Weekly meetings

Motivating Members: Improving appearance, celebrate successes of the year



Step 2: Assess

Need Filled By Activity: Helps members develop professional skills in dining settings

Activity Goals: Prepare members for proper etiquette for chapter banquet

Measures of Success: Members demonstrate appropriate etiquette at chapter banquet

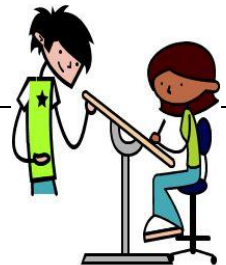


Step 3: Plan

Planning Factors to Consider: State officers, communicate with members, purchase supplies

Action Plan:

- 1) Contact state officers - Sue Ti due August 31st
- 2) Communicate with members - Ann Arthur due September 15th
- 3) Purchase supplies - Sake Yoshima due October 20th



Chapter Activity Planning Process

Example Activity for the Public Relations Program of Work Goal

Step 6: Report



Potential Audiences: Chapter members

Information to Share: Results of board discussion

Reaching Our Audience: Enter results of the meeting into monthly chapter newsletter



Step 5: Reflect

What went just as we planned? Everyone was present for the meeting, the board was supportive

What would we change about our plans if we do this activity again? Have more than one person work on the presentation

What results were achieved? Board will support the event again next year



Step 1: Organize

Activity Name: National Championships

Program of Work Goal: Public Relations

Basic Details: National Championships presentation to school board at July meeting, 7 pm in the school library; Lead: Sydney Starkel

Budget: No budget needed



Step 2: Assess

Need Filled By Activity: Communicating with stakeholders and sharing success of local chapter members

Activity Goals: Improve school board relations secure funding for next year

Measures of Success: Financial commitment, moral support, question and answer session with the board

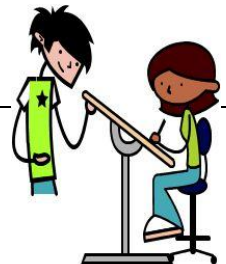


Step 3: Plan

Planning Factors to Consider: Presenters, presentation plan, spot on board agenda

Action Plan:

- 1) Create presentation plan - Shae Evans due on June 30th
- 2) Secure spot on board agenda - Phillip Carter due June 30th
- 3) Assign presenter parts - all participants due July 10th

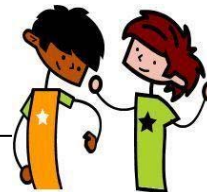


Step 4: Act

Completing the Tasks: Individual assignments and task descriptions will be tracked using the Individual Task Tracker from the CAP

Progress Meetings: Weekly meetings

Motivating Members: Gaining support to attend championships again next year



Chapter Activity Planning Process

Example Activity for the Social Activities Program of Work Goal

Step 6: Report



Potential Audiences: Chapter members, parents, community members, school faculty

Information to Share: Pictures, attendants, description of activity

Reaching Our Audience: Chapter Web site and news letter, school newsletter, yearbook



Step 5: Reflect

What went just as we planned? Students and administration were excited to participate

What would we change about our plans if we do this activity again? Get an estimate of how many people would attend

What results were achieved? 15 members registered, store donated ice cream, parents donated supplies



Step 1: Organize

Activity Name: Ice Cream Social

Program of Work Goal: Social Activities

Basic Details: Recruitment/Retention committee will facilitate an ice cream social on the last Monday of the school year at 3:45 pm.

Budget: \$200 for ice cream and needed supplies



Step 2: Assess

Need Filled By Activity: Opportunity to recruit new members and appreciate current members

Activity Goals: Serve 80% of membership, invite administration and register 10 new members

Measures of Success: Number of attendants and number of new members registered

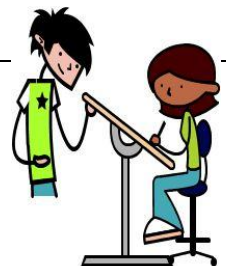


Step 3: Plan

Planning Factors to Consider: Location, budget, advertising, materials

Action Plan:

- 1) Site and permission - Sara Ives due March 1st
- 2) Invite students - Evan Star due May 1st
- 3) Prepare presentation - Julie Li due May 10th
- 4) Organize games - Sean Smith due April 10th
- 5) Create sign-up sheets - Syd Lex due May 15th

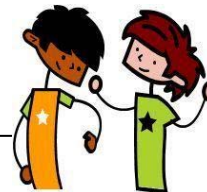


Step 4: Act

Completing the Tasks: Individual assignments and task descriptions will be tracked using the Individual Task Tracker from the CAP

Progress Meetings: Committee will meet once a month starting in February

Motivating Members: Incentives for attending, accountability partners



Chapter Activity Planning Process

Example Activity for the Ways and Means Program of Work Goal

Step 6: Report



Potential Audiences: School board, students and community

Information to Share: Results, pictures and contest and participant information

Reaching Our Audience: Post pictures, results and contest and participant information to the Web site and in the local and school newspapers



Step 5: Reflect

What went just as we planned? Location was successful, members were helpful

What would we change about our plans if we do this activity again? Getting a count of members planning to help

What results were achieved? Achieved financial goals, advertisements were placed in the community on time and 105 vehicles were washed



Step 1: Organize

Activity Name: Car Wash

Program of Work Goal: Ways and Means

Basic Details: Car wash and food stand by championships participants; July 3rd (4-8) and 5th (8-7) A Lot-O-Cars parking lot; Lead: Nancy Brand

Budget: Car wash: \$150;
food stand: \$400



Step 2: Assess

Need Filled By Activity: Fundraiser for championships participants, brand building, collaborating with local sponsors

Activity Goals: Car wash: raise \$1500.00
Food stand: raise \$400.00
Have 35 members help

Measures of Success:
Amount raised,
members present

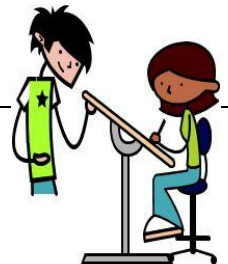


Step 3: Plan

Planning Factors to Consider: Location, cost, advertising, helpers

Action Plan:

- 1) Communicate with event site - Sidney Starkel due on May 4th.
- 2) Communicate with members and vendors - Jeff Lens due on June 1st
- 3) Keep records - Sara Steel due on July 6th
- 4) Inform public of results - Tamika Jones due on July 8th



Step 4: Act

Completing the Tasks: Individual assignments and task descriptions will be tracked using the Individual Task Tracker from the CAP

Progress Meetings: Weekly reports

Motivating Members: Incentive to attend Championships free of charge, duties checklist and accountability partners

