**Chapter Activity Planning Process**

*Example Activity for the Employment Program of Work Goal*

**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 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

**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 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 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
Chapter Activity Planning Process
Example Activity for the Professional Development Program of Work Goal

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 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

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 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 6: Report

Potential Audiences: Chapter members, parents, community members
Information to Share: Pictures, attendants, description of activity
Reaching Our Audience: Chapter Web site and newsletter, school newsletter, yearbook, town newspaper
Chapter Activity Planning Process
Example Activity for the Public Relations Program of Work Goal

**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 - Philip 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

**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 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
Chapter Activity Planning Process
Example Activity for the Social Activities Program of Work Goal

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

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 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 newsletter, school newsletter, yearbook
**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

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**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

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**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

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**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

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**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

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**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