

WHAT & WHO

| Member (who) | STRENGTHs | Tasks | Contact Info |
|--------------|-----------|-------|--------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

BUDGET

| Income Source | Amount | Expense Item | Amount |
|-----------------------------------|----------|---|----------|
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| | \$ | | \$ |
| Income Total | \$ _____ | Expense Total | \$ _____ |
| (-) Expense Total \$ _____ | | = (+) Profit or (-) Loss of \$ _____ | |

PROJECT-PLANNER

| Questions | Answers | Who | Done |
|---|---------|-----|------|
| Purpose - Why are we doing this? | | | |
| Description of activity | | | |
| Time, place, date | | | |
| How long will it take? | | | |
| Who can participate? Do they know? | | | |
| Committees - Which ones? Who are the chairs? | | | |
| Special equipment | | | |
| Publicity - written, audio/visual | | | |
| Miscellaneous | | | |
| Budget - Income, expenses, revenue sources | | | |
| Permission - Who needs to approve what parts of this? | | | |
| Clean-up - Done quickly. Be sure to return borrowed items | | | |
| Evaluate - What was done well? What could be improved? | | | |
| Thank-You Notes | | | |

E-VALUE-ACTION

One of the most important phases in any leadership undertaking is the opportunity to process the results and solidify the learning experience. Answer and process the following questions as you evaluate your activity or event.

Project/Program: _____

Were the purpose/goals/objectives met? _____

How do you know? _____

What was done very well? _____

Why? _____

What could be improved next time? _____

What future leaders did you discover? _____

One great lesson learned: _____

Prepared by: _____