

REACH A DECISION – MAKE THE PLAN – DELEGATE RESPONSIBILITIES

Job to be done	Assigned to
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow up – at additional meeting 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 Advisor.

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 _____ Sea Scouts _____ 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 Ship _____ 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 Boatswain’s Mate (Program) for inclusion in the Ship’s activity file.

Activity Planner

(To Be Filled in by Ship Officers)

Activity: _____

Activity Chair: _____

Activity Advisor: _____

Address: _____

Phone: _____

Place: _____

Date: _____

Officers' comments: _____

Check Experience Areas

G Citizenship

G Outdoor

G Fitness

G Service

G Social

G Leadership

(To Be Filled in 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 the activity is paid for _____

Personnel required _____

CONSIDER ALTERNATIVES

How can the activity be accomplished? _____

What are alternate plans? _____