

Action Planning Worksheet

Activity #1: Pick an action that your group is passionate about and that you want to execute in your school or community.

Need more ideas? Check out <https://www.onechild.ca/youth/fundraise/> for fundraisers, and <https://www.onechild.ca/youth/raise-awareness/> for awareness raisers

What kind of event are you trying to plan?	
What is your ultimate goal (ie. dollars raised, number of people made aware)? How will you know when you've reached it? How will you let others know?	

<p>Why do you think this will make an impact in your school or community?</p>	
<p>Why are you passionate about this project and how will you stay motivated throughout?</p>	
<p>What might be some hurdles you could face in trying to execute this event?</p>	

Activity #2: Now brainstorm everything that will need to be done to ensure that your event happens and makes an impact. Remember to divvy up responsibilities !

<p>Responsibilities:</p>	<p>Lead:</p>	<p>Support:</p>
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Who will be in charge of ensuring everything goes as planned?	
When will this event happen? (Set a goal that you can work towards)	

<p>Where will this event take place? Do you need permission to use this space?</p>	
<p>What supplies do you need for your event?</p>	
<p>How will you let people know your event is happening?</p>	

Important reminders:

- Set an achievable goal, you can always set new goals if you reach your first one!
- Select a date and stick to it
- Book your venue early
- Send out invitations and reminders
- Keep people up to date as you work towards your goals
- Assign tasks and try to keep to your schedule
- Confirm you have everything you need before the day of the event
- Make sure you thank your donors and volunteers!
- Pick someone responsible to collect and track donations
- Have Fun!