

# ACTIVITY PLANNER

“Inviting All to Come Unto Christ”



VENTURING • BSA



## TO BE COMPLETED BY THE PRESIDENCY

**ACTIVITY** \_\_\_\_\_  
Date/Place \_\_\_\_\_  
Activity Chairman \_\_\_\_\_  
Consultant \_\_\_\_\_  
Consultant's Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
Meeting Date/Place \_\_\_\_\_  
Officer's Comments \_\_\_\_\_

## CHECK APPROPRIATE BOXES

### Priesthood goals

- Become converted to the gospel of Jesus Christ and live by its teachings
- Magnify Priesthood callings
- Give meaningful Service
- Prepare to receive the Melchizedek Priesthood
- Commit to, worthily prepare for, and serve an honorable full-time mission
- Live worthy to receive the temple covenants and prepare to become a worthy husband and father

### Experience Areas

- Citizenship
- Outdoor
- Fitness
- Service
- Social
- Leadership/Career

## TO BE COMPLETED BY THE ACTIVITY COMMITTEE

Committee Members \_\_\_\_\_

**DETERMINE THE ACTIVITY** (Call committee meeting, discuss event, make the plan)

What is to be accomplished? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IDENTIFY THE RESOURCES** (Activity Book Ideas?)

Equipment and facilities needed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost and how the activity is to be paid for \_\_\_\_\_  
\_\_\_\_\_

People needed to help with this activity \_\_\_\_\_  
\_\_\_\_\_

**CONSIDER THE ALTERNATIVES** (Is there a Plan B?)

How can the activity be accomplished? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the alternate plans? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY THE ACTIVITY COMMITTEE**

**REACH A DECISION -- MAKE THE PLAN -- DELEGATE THE RESPONSIBILITIES**

| Job to be done              | Person Assigned |
|-----------------------------|-----------------|
| Publicity and Communication | _____           |
| _____                       | _____           |
| _____                       | _____           |
| _____                       | _____           |
| Cleanup                     | _____           |

Follow up -- Hold additional meetings as needed and make personal contacts to insure the Above assignments are completed. If the going gets rough, call on the Consultant for help.

**MEMBER ATTENDANCE**

What will be done to insure that members attend? \_\_\_\_\_  
\_\_\_\_\_

Just before the activity, double-check all arrangements and conduct the activity to the best of your Ability using the committee and consultant.

Notes \_\_\_\_\_  
\_\_\_\_\_

After the activity be sure to thank everyone involved and leave things clean and in good order.

**EVALUATE THE ACTIVITY**

Did the members like it? \_\_\_\_\_

Number participating \_\_\_\_\_ Members \_\_\_\_\_ Friends \_\_\_\_\_ Adults \_\_\_\_\_

Should this activity be repeated? \_\_\_\_\_ Why? \_\_\_\_\_

How will did the plan work? \_\_\_\_\_

How could this activity be improved? \_\_\_\_\_

How were the costs (group and personal)? \_\_\_\_\_

Attach all receipts or bills for the activity if reimbursement is required.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Activity Committee Chairman

Fill out and return this report as you plan, execute, and evaluate your activity. The completed report should be turned in to the presidency for inclusion in the activities file. Thanks for you great effort in making this a successful activity.