

This template is intended as a GUIDE to track the information, dates, tasks, people, places and things your program may require. Feel free to customize. Please send us a copy of your version. We all learn from one another.

Information critical to your program	Enter here	Possible Answers	Additional notes
Date(s) of Action		<i>One or multiple dates Program, Event, Activity</i>	
Type of Action		<i>Workshop, Class, Fair, Presentation, Mentor matching, Touring a business or college, etc.</i>	
Name of Action		<i>Be creative</i>	
Community Partner (s)		<i>Include name, address, websites and any other relevant information</i>	
Contact Information and best way to communicate with 2 people for each Community Partner	Primary Contact Info Secondary Contact Info	<i>Name, Phone, Email address and any helpful information, such as: are there days of the week they are unavailable?</i> <i>Do they prefer to text or not? Include anything that helps you know how to communicate best can be useful here. 2 is better than 1!</i>	
Location of Action		<i>Address, phone number of location. Are directions on publicity necessary? What's the capacity? Will the audience be seated or milling around? Does this venue need sound equipment or AV equipment?</i>	

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<p>Intended Outcome(s) Action</p>		<p><i>What is the point of your hard work on this action? Be realistic in your own expectations: Build awareness of community employment opportunities, assist families on how to finance post-secondary education or training, develop career and college application skills, etc.</i></p>	
<p>Evaluation (Assessment) Technique to be used.</p> <p>Deadline date to create Evaluation tools.</p>		<p><i>Refer to Assessment document in May Action Plan.</i></p> <p><i>Include type of assessment you plan to use and how you plan to administer assessment and collect data.</i></p> <p><i>Also include deadline for creating the tool for assessment.</i></p>	
<p>Type of content or materials to be used during Action</p>		<p><i>List websites, brochures, One-on-One discussions, question and answer sessions, Handouts, Presentations or other content you and/or your Community Partner will provide.</i></p>	
<p>Target Audience</p>		<p><i>Who do you hope to reach: middle school students, their parents, teachers, counselors, etc.?</i></p> <p><i>More than one answer is possible.</i></p>	
<p>Date a Memorandum of Understanding is signed,</p> <p>or</p> <p>Dates that Email Clarifying Responsibilities and Proposed Action is sent and received</p>		<p><i>A formal Memorandum of Understanding is great if you can manage it, but an email that lays out the roles, expectations, and responsibilities of each partner is acceptable and necessary.</i></p> <p><i>Include the MOU or the email here or in your final report.</i></p>	

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<p>Supplies for Action</p>		<p><i>Food and drink, Computers, Evaluation materials, Content materials, Tables/chairs, Posters, Presentation materials.</i></p> <p><i>Will childcare be offered if the audience is the entire family?</i></p>	
<p>How will you and your Community Partner market the event?</p>		<p><i>Newspaper or newsletter ads or articles, radio spots, flyers and posters, bookmarks, etc.</i></p> <p><i>Community Partner publicity efforts should be included here as well.</i></p>	
<p>Deadline for getting publicity efforts out</p>		<p><i>Deadline for each publicity type to be distributed or produced.</i></p> <p><i>These deadlines should be shared with Community Partner.</i></p>	
<p>Library Staff or Volunteers who will assist on Day of Event</p>		<p><i>Names and Contact information of all who plan to assist.</i></p> <p><i>A volunteer might be asked to handle this task.</i></p>	
<p>Community Partner Staff or Volunteers who will assist on Day of Event</p>		<p><i>Names and Contact information of all who plan to assist.</i></p>	
<p>Date for Deadline to Write Report of Action</p>		<p><i>Please set a 2-week deadline from the event to write report.</i></p> <p><i>Both Success and Lessons Learned matter.</i></p>	