

# Action Plan

Group Name \_\_\_\_\_

Project  
Idea: \_\_\_\_\_

Prepared By: \_\_\_\_\_

<p><b>Statement of Purpose</b></p>
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<b>Mentor:</b>			
<p><b>Activity</b> Describe the activity to accomplish your goals lesson</p>			<p><b>Materials Needed</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>Tasks</b> What sort of tasks or duties are necessary to perform you</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p><b>Logistics</b> What time and materials will it take to do the job? (For example, how, when &amp; where will you distribute your donations?)</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Other Resources</b> (people, drivers, equipment, etc.)</p>
<p><b>Goals</b> What would you like to accomplish? Brainstorm possibilities, then choose realistic goals according to the time you have, financial limitations, etc.</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p><b>Culminating Presentation</b> What materials, images, and documentation will you need to present your project to the public?</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Additional Notes</b></p>