

The following ACTIVITY PLANNING SHEET can be used by members as each activity is planned.

***ACTIVITY PLANNING SHEET***

<b>PROGRAM OF WORK CATEGORY:</b> _____	<b>DATE/ DEADLINE</b>	<b>PERSON RESPONSIBLE</b>	<b>EVALUATION</b>
<p><b>ACTIVITY:</b> _____</p> <p><b>TASK/JOB:</b> (List each task that has to be done to complete this activity.)</p>			

**COMMITTEE CHAIR PERSON:** \_\_\_\_\_

**COMMITTEE MEMBERS:** \_\_\_\_\_

\_\_\_\_\_