



Dedicated to Freedom of the Road

A.B.A.T.E. of Washington

Charter CHAIRPERSONS PLANNING GUIDE

Projects Name: _____

Supervising Officer _____

Chairman's Name _____ Business Phone _____

Home Phone _____ E-Mail _____

Chairman's Mailing Address _____

PROPER USE OF GUIDE: Good advance planning and record-keeping will mean the difference between success and failure. Use this guide in planning and conducting your project, by completely answering each question as concisely and specifically as you can on a separate sheet of paper.

PLANNING:

1. Primary purpose. (What is the reason you want to successfully run this program?).
2. How does this project relate to the goals of ABATE of Washington?
3. What are the specific goals to be accomplished by your project? (Use specific numbers, etc.)
4. What are the specific manpower assignments? (Show names and duties)
5. What materials and supplies will be needed?
6. What community resources will be used?
7. What problems do you anticipate needing to overcome to complete this project? Outline alternative methods to overcome each problem.
8. List the specific steps to be taken to bring this project to a successful completion. Show approximate date for each step.
9. Complete the proposed budget showing all anticipated income and expenses.

IMPLEMENTATION:

10. Record the specific steps taken and results of each.
11. Record any revisions or changes in plans as they become necessary.
12. Record any revisions or changes in plans as they become necessary.
13. Record income and expenses as they occur.
14. Record roles of non-members.

EVALUATION:

15. Give a capsule evaluation of the project in relationship to your plans and goals.
16. Describe any problems not anticipated and how they were handled.
17. What changes would you make if you were to run the project again?
18. Explain any financial problems encountered. Was the project a financial success or failure? Be specific, show profit or loss.
19. What benefits could the membership derive from conducting this project in the future?

_____ Date approved by Board of Directors _____ Date final report approved