

ACTION STEP WORKSHEET

PRESIDENT-ELECT NAME:

CLUB NAME:

DATE:

To help my Club continue to grow and thrive, I propose the following specific activity. *(NOTE: an “activity” might be anything from a service project to a bylaws modification to the sponsorship of another Club. Your Club has unique opportunities!)*

ACTIVITY:

Which RI ACTION STEP does this address?	I expect these specific OUTCOMES:	How will we MEASURE these outcomes?	What RESOURCES will my Club need to achieve these outcomes?	What timeline DATES are important?
			Finances: People: Community/Collaborative Support: Logistics:	Present to Club Leadership Team: Develop action plan with personnel, tasks, and accountability: Present to Club Membership: Create activity milestones:

How will we **share information** about this activity (e.g. Club membership updates, District reports, traditional and social media releases, etc.)?

How will this activity build **good will and better friendships**?

How will this activity be **beneficial to all concerned**?