



Activity Planning Worksheet

Purpose: *This worksheet can help students, officers, and committees to plan activities that potentially relate to your NCA application. This information also connects to AET’s strategic planning system and calendar.*

Worksheet date: _____ Completed by: _____

Activity Name: _____

Date of Activity: _____ (Planning dates see section IV)

I. Objectives to Achieve (Quality Standard) - Each event should address **one** division of POA and align to your program’s vision and mission statement.

“Check” one division & one quality standard for each activity in this worksheet

<p>___ 1. Growing Leaders: <u>(Choose a quality standard)</u></p> <p>___ Leadership: <i>Building student leaders</i></p> <p>___ Healthy Lifestyle: <i>Improving students</i></p> <p>___ Scholarship: <i>Encouraging lifelong learning</i></p> <p>___ Personal Growth: <i>Helping students discover their talents and achieve life goals</i></p> <p>___ Career Success: <i>Promoting students involvement in agriculture and careers</i></p>	<p>___ 2. Building Communities: <u>(Choose a quality standard)</u></p> <p>___ Environmental: <i>Promoting conservation</i></p> <p>___ Human Resources: <i>Promoting wellbeing of members and community</i></p> <p>___ Citizenship: <i>Encouraging community engagement</i></p> <p>___ Stakeholder Engagement: <i>Connecting with program stakeholders</i></p> <p>___ Economic Development: <i>Developing economic growth in the community</i></p>	<p>___ 3. Strengthening Agriculture: <u>(Choose a quality standard)</u></p> <p>___ Support Group: <i>Cooperating with others to support agriculture education</i></p> <p>___ Chapter Recruitment: <i>Increasing student participation</i></p> <p>___ Safety: <i>Improving safety in the community and with students</i></p> <p>___ Agricultural Advocacy: <i>Promoting ag education and encouraging action</i></p> <p>___ Agricultural Literacy: <i>Promoting agriculture through educating the public</i></p>
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https://www.ffa.org/SiteCollectionDocuments/poa_divisions_and_quality_standards_17-21.pdf

II. Activity Description – Clearly define the purpose and the reason for the chapter activity



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III. Goals, plans of action, and potential outcomes – Connect your goals to a plan and outcome

Three Goals	Steps to Achieve Goals	Outcomes
<i>(Specific, Measureable, Attainable, Realistic and Time)</i>	Important area are: (1) what will be accomplished, (2) where will it happen, (3) How will it be implemented, (4) steps to accomplish the goal and (5) who will preform the duties	What potentially is the result:
Goal #1:	Plans of Action #1:	
Goal #2:	Plan of Action #2:	
Goal #3:	Plan of Action #3:	

IV. Important Planning Dates – List dates that relate to planning this activity (or see FFA.org Form 2)

Dates	Planning Actions

V. Estimated Budget – Use this area for planned financial needs or results (or see FFA.org Form 2)

Area	Estimated Expenses	Estimated Income

VI. Potential Results – Develop your anticipated results (Actual results entered into AET)

Potential Impact:	Potential Results:
<i>Advancing Leaders, Communities or Agriculture</i>	
<i>Impact on intended audience</i>	
<i>Related to Quality Standard (Section I.)</i>	