

ACTIVITY REQUEST FORM

This form simply combines the FCCLA Planning Process with an Activity Proposal Form created by Eric Chester. It provides more details than the Planning Process alone. The advantage of this process is that it spreads the leadership among the membership.

Any member that wishes to propose an activity for our chapter simply needs to complete the following steps:

1. The member gets an activity request form from the advisor.
2. They complete the form and turn it into the advisor.
3. The advisor and/or members of the executive council review the form and the proposed activity.
4. If it is an appropriate activity, then it is brought before the membership at a meeting. Anyone that votes for the activity is agreeing to work for that specific activity. (Note a majority vote is not necessary as long as enough members are willing to work the activity.)
5. The member making the proposal is the chairperson.

Name: _____ Date Submitted: _____

FCCLA MEMBER ACTIVITY REQUEST



Identify Concerns: Brainstorm concerns.



Set a Goal: Write statement that is clear and specific about desired results. Make sure it is realistic and measurable. _____



Form a Plan: Create detailed plan about who, what, where, when, how...

Title of Activity: _____

Type of Activity: (fundraising, social, service project, etc.) _____

Brief Description: _____

Proposed Location: _____ Proposed Date of Activity: _____

Proposed Time Frame: from _____ to _____

How will this activity be promoted/advertised? _____

How much money is needed to fund this activity? Attach a budget. \$ _____

(If this is a fundraiser, please forecast the net profit.)

Please list the number of people needed for each aspect of the activity:

Plan: _____ Promote: _____ Staff/Work Event: _____ Clean up afterwards: _____

Describe any additional help you might need: _____

How will you, as activity chairman, insure its success? _____

What do you foresee as this event's biggest challenges? _____

Additional comments or considerations: _____



Act: Carry out the project and keep a record of your progress. Keep any paper you write on, like time lines, lists, pictures, publicity...



Follow Up: Clean up, evaluate the project, thank people involved, publicize achievements, recognize participants, and apply for award if applicable.