

## PLAN

Another function of a leader is to plan events and programs for an entire year. Have a calendar of events and ensure that parents and children receive them. With social media and texting, it makes it easier. With Google Docs, you can share your calendar with parents. Message alerts is key. Technology is advancing and leaders should advance along with it. It can be a useful tool.

Special Event (Outing/Field Trip)

Aim or goal of event: \_\_\_\_\_

Place, date, time: \_\_\_\_\_

Budget: \_\_\_\_\_

Transportation: \_\_\_\_\_ Admissions: \_\_\_\_\_

Food: \_\_\_\_\_ Lodging: \_\_\_\_\_

Who is invited: \_\_\_\_\_

Time and place of organizational meetings): \_\_\_\_\_

\_\_\_\_\_

Personnel and their responsibilities:

\_\_\_\_\_  
\_\_\_\_\_

Promotion of event: \_\_\_\_\_

Resources needed: \_\_\_\_\_