

Action Plan

Date: _____ District/MD: _____

A well-developed goal is specific, measurable, actionable, realistic and time bound. Complete the template below for your Membership Development Grant goal. Be sure to include how you will assess the progress of the goal. If after assessing the goal, you find changes need to be made to the goal or action steps, note these in the alterations section. (If you need more space feel free to use a second Action Plan Template.)

Area of Focus • What objective is your goal statement referring to?				
<input type="checkbox"/> RECRUITMENT				
Goal Statement • Indicate what specifically, the district intends to accomplish.				
Action Step •	Responsible Party	Required Resources (team members, technology, funding, etc.)	Date to Begin	Due Date
Indicate how your team will accomplish the goal. The action step should be specific and measurable. Include details such as, number of Lions, specific activities, communications, etc.	Indicate the individuals who will do the work to complete each action step.	Indicate key resources or funding needed to execute each action step.	Indicate when the planning will need to begin to accomplish each action step. Remember to build in time to follow up with the responsible party when selecting a due date.	
Assessment •		Alterations •		
To be completed throughout the year; any actions/feedback received that might affect the overall timeline and actions needed to accomplish the goal statement listed above.		To be completed throughout the year; based on the assessment, what modifications to the listed timeline/action steps need to occur to accomplish the goal statement listed above.		