

## SAMPLE ANNUAL PROGRAM PLAN

NOTE: This is a template that groups may use to begin their program planning. Groups are free to develop and submit a plan in a format that better meets their needs. Successful program planning includes: goals or desired outcomes, a plan of action, and a general time line. Exact dates and times are not critical. However, the more planning done in advance, the more likely the group will achieve its goals. In order to provide a variety of learning experiences, the Four Essential Elements (Mastery, Independence, Generosity, and Belonging) must be included in the Program Plan.

Club/Unit Name: \_\_\_\_\_ Year: \_\_\_\_\_

Club/Unit Goals for the year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Gathering	Things To Do	Committee/Persons Responsible	Essential Element(s) Addressed
Date:  Place:  Time:	Theme:  Activity for Early Arrivals:  Business Items:  Educational Program:  Recreation/Refreshments:		_____Mastery _____Independence _____Generosity _____Belonging
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