



Strategic Planning Worksheet for Program of Activities (POA)

Purpose: *This worksheet can be utilized for planning events. You can use this worksheet as a (a) brainstorming tool for students to plan events or (b) used at officer retreats. All information connects to AET’s strategic planning (POA) resources.*

Worksheet date: _____ Completed by: _____

Activity or Event Name: _____

Primary Date: _____ *(Dates in preparation for this event are part of section IV)*

I. Objectives to Achieve Program Objectives - Each event should address **one** program objective area and aligned to your program’s vision and mission statement.

“Check” one area & “check” one sub-category for each activity in your strategic plan:

<u>__1. Growing Leaders:</u> (Objective areas & descriptions)	<u>__2. Building Communities:</u> (Objective areas & descriptions)	<u>__3. Strengthen Agriculture:</u> (Objective areas & descriptions)
<p><u>__ Leadership:</u> <i>Activities that develop skills to build student leaders</i></p> <p><u>__ Healthy Lifestyles:</u> <i>Activities to improve student health and well-being</i></p> <p><u>__ Scholarship:</u> <i>Activities that encourage lifelong learning</i></p> <p><u>__ Personal Growth:</u> <i>Activities to help students discover their talents and achieve life goals</i></p> <p><u>__ Career Success:</u> <i>Activities that promote student’s career development</i></p>	<p><u>__ Environmental:</u> <i>Activities that promote conservation</i></p> <p><u>__ Human Resources:</u> <i>Activities to promote wellbeing of community through members</i></p> <p><u>__ Citizenship:</u> <i>Activities to encourage community engagement</i></p> <p><u>__ Stakeholder Engagement:</u> <i>Activities to connect with program stakeholders</i></p> <p><u>__ Economic Development:</u> <i>Activities to develop economic growth in the community</i></p>	<p><u>__ Support Group:</u> <i>Activities that to support ag education</i></p> <p><u>__ Chapter Recruitment:</u> <i>Activities to increase participation</i></p> <p><u>__ Safety:</u> <i>Activities to increase student safety</i></p> <p><u>__ Agricultural Advocacy:</u> <i>Activities to promote ag education and encourage action</i></p> <p><u>__ Agricultural Literacy:</u> <i>Activities that promote agriculture through education the public</i></p>

II. Event Summary – Develop a short summary to describe your proposed activity

A. Activity Description: *Explain the purpose for the activity & important information*



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III. Goals and related action plans and potential outcomes – *Connect goals to a plan*

Event Goals <i>(Specific, Measureable, Attainable, Realistic, & Time)</i>	Steps to Achieve Goals <i>(1) who will lead, (2) what is to be done, (3) when should it be done, (4) where and (5) how the activity will be accomplished.</i>	Outcomes <i>Potential outcomes</i>
Goal #1:	Plans of Action #1:	Results:
Goal #2	Plan of Action #2:	Results:
Goal #3:	Plan of Action #3:	Results:

IV. Important Planning Dates – *List dates that relate to planning this activity*

Dates	Planning Actions

V. Potential Budget – *Use this area for planned expenses and income. Your actual expenses and income can be entered in your Strategic Plan Manager online in AET.*

Area	Estimated Expenses	Estimated Income

VI. Potential Activity Impact – *Estimated outcomes (Actual outcomes in AET's strategy manager)*

Potential Impact:	Potential Results:
<i>Advancing Leaders</i>	
<i>Impact to Others</i>	
<i>Connect to Quality Standards</i>	