

FTC Program Planning Guide

Goal Setting and Advance planning are the keys to the effectiveness of an organization. If a group sets goals and plans for its activities, members will have a sense of purpose. Long range planning will help make the activities go smoothly and allow everyone to enjoy participating.

Plans need to be made by the group, not just by the leader. All plans should be reviewed by the entire membership to increase the commitment of the members and to prevent misunderstandings.

Step by Step Planning Process

1. IDENTIFY WHAT YOU WANT TO DO AND WHAT YOU WANT FOR OUTCOMES

What is the outcome to be expected: knowledge, strengthened group ties, recruitment, or accomplishment of specific tasks?

Who is participating in the activity?

What type of activity will help you achieve your intended outcomes?

2. IDENTIFY WHAT ARRANGEMENTS MAY BE NECESSARY

What resources should be obtained?

What facilities should be secured?

What special arrangements are required?

3. IDENTIFY THE COLLEGE PROCEDURES TO BE OBSERVED

Fill out event planning form & budget request form.

Is there anything in the activity which violates college policy?

All events should be planned at least 3 weeks in advance

4. IDENTIFY THE FINANCIAL ARRANGEMENTS

What is the cost? What are the sources of funds?

Will the group pay all the expenses?

Are all contracts filled out and submitted?

Will participants be charged admission?

5. ARRANGE FOR PUBLICITY OF THE EVENT

All publicity should be out at least 2 weeks in advance!

How will flyers, posters & handouts be distributed?

Will media be used?

Will personal communication be used (written invites, information booth, etc...)?

6. CHECK OUT ALL ARRANGEMENTS PRIOR TO THE ACTUAL TIME OF THE ACTIVITY

Are facilities and arrangements adequate?

Are resources there, such as overhead projector, VCR, etc...

Who is to be in charge during the activity?

Who is in charge of cleanup?

7. EVALUATE THE ACTIVITY AFTER IT IS COMPLETED

Was planning adequate and were goals realized?

What recommendations are there for the follow-up or a repeat next year?

8. DO THE FOLLOW-UP AND EVALUATION

Are the bills paid?

Were participants and resource people thanked?

9. PREPARE A FINAL REPORT TO BE KEPT IN THE FILES OF THE ORGANIZATION, WITH IDEAS AND SUGGESTIONS FOR NEXT YEAR