

Five-Step Plan for Post Program Development

Meeting Dates Checklist

STEP ONE—ORGANIZATION COMMITMENT	Meeting Date: _____
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- Adult Resource Survey
- Sample Letter of Invitation to Students
- Job Descriptions From Exploring Adult Leader Guide
- Annual Memorandum of Understanding
- Set Dates for Career Opportunities Development Meeting Firstnighter

STEP TWO—CAREER OPPORTUNITIES DEVELOPMENT MEETING	Meeting Date: _____
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- Career Opportunities Development Agenda
- Adult Leadership Training Agenda
- Exploring Program Resources
- Post Program Development Calendar
- Program Development Guide

STEP THREE—FIRSTNIGHTER	Meeting Date: _____
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- Review Firstnighter Checklist
- Post Firstnighter Agenda
- Explorer Activity Interest Survey
- Adult Resource Survey for Parents
- Youth Rosters
- All Paperwork and Fees to Office

STEP FOUR—POST ACTIVITIES DEVELOPMENT MEETING	Meeting Date: _____
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- Post Activities Development Meeting Agenda
- Activity Planner
- Completed Adult Resource and Youth Interest Surveys
- Completed Match Sheet
- Post Calendar
- Election of Youth Officers
- Set Date for Post Officers' Seminar

STEP FIVE—POST OFFICERS' SEMINAR	Meeting Date: _____
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- Post Officers' Seminar Checklist
- Post Officers' Seminar Agenda
- Post Meeting Agenda