

Sample Action Plan (I)

Goal I: To sustain community members' involvement in Santa Cruz County's Civic Engagement Project.				
Objective 1: Increase the number of community members participating in First 5 Commission meetings by 10% by the end of December 2003.				
Task #	Description	Start/End Date	Who is Responsible	Method of Tracking/Evaluation
1.1	Count number of community members in attendance at February Commission meeting (establish baseline).	3/1/03	CE Coordinator	Attendance sheet
1.2	Identify barriers to community members attending Commission meetings.	3/1/03 – 4/1/03	Outreach Worker	Focus group
1.3	Develop bilingual flyer with calendar of Commission meetings.	3/15/03 – 4/15/03	CE Coordinator	Flyer completed
1.4	Attend Parent Action meetings to distribute flyers.	4/15/03 – 7/1/03	Outreach Worker	Outreach schedule
1.5	Arrange transportation, childcare and food for community members attending Commission meetings.	4/15/03 – 12/31/03	CE Coordinator	Transportation logs; invoices/receipts
1.6	Count number of community members in attendance at monthly Commission meetings.	3/1/03 – 12/31/03	CE Coordinator	Attendance sheet