

Action Plan Sample (II)

Goal # 1: 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.

Activities/Person Responsible/Timeline

1. CE Coordinator will count the number of community members in attendance at the February Commission meeting (establish baseline) by 3/1/03.
2. Outreach Worker will identify barriers to community members attending Commission meetings by 4/1/03.
3. CE Coordinator will develop bilingual flyer with calendar of Commission meetings by 4/15/03.
4. Outreach Worker will attend Parent Action meetings to distribute flyers between 4/15/03 – 7/1/03.
5. CE Coordinator will arrange transportation, childcare and food for community members attending Commission meetings between 4/15/03 – 12/31/03.
6. CE Coordinator will count the number of community members in attendance at monthly Commission meetings between 3/1/03 – 12/31/03.

Tracking/Evaluation

Use attendance sheets, focus groups, completed flyer, outreach schedule, transportation logs and receipts to document and evaluate success.
