

Example

Planning Form

Focus Area: Invasive Species

Date of Completion: November 12

Activity or Program to be Completed: Invasive Species Training

Accordance with Mission/ Goals: Raise public awareness of Invasive Species in our area

Timeline:

Tasks	Others Involved	Resources/ Costs	Timeline	Lead
Call DNR's invasive species unit to set up training	DNR's Invasive species unit	Phone	Beginning of September	Invasive Species Task Force – John Doe
Prepare Training location (Sarah's House) and purchase snacks		\$20 from Association fund for snacks	November 12	Sarah Smith
Bring boat for training and set- up	Scott's Mariena	Two helpers: Sarah and Tom	Morning of November 12	John Doe
Thank you note to speaker		Thank you note	November 13	Tom Johnson – President