

ACTIVITY CHECKLIST

<i>Activity</i>	<i>Date Completed</i>
Develop Plan of Action	
Approval of Commander	
Volunteers to Help	
Volunteer Agreement — Signed and on File	
Budget Planned for Activity	
Approval for Use of Site for Activity	
Alternate Plan	
Timeline (Date for Completion)	
Public Awareness (Advertising if Required)	
Facility Usage (Armory or other Site)	
Task Assignments (given to teams or individuals)	
Child/Elder/Adult Care	
Other	
Evaluations (complete evaluation forms)	
Recognize Volunteers and Supporters	