

Anchored Life

Location Planning Sheet

This planning sheet is to be completed by the Secretary at the location during your location's video-conference consultation time with your assigned A4L Learning Consultant. Once completed, please submit it to the A4L Learning Consultant and CC your Advisers by the completion of the video conference.

Location Name: _____

A4L Learning Consultant Email Address: _____

Club Positions

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Admin POC

☐

Two (2) Advisers

☐

16-20 Team Leaders

☐

Leadership Committee

Plan to keep all positions filled:

Features Structure Options

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Meetings

Plan Updates

☐

Tours

Plan Updates

☐

REALTALK

Plan Updates

☐

A4L Kits

Plan Updates

A4L Location Planning Sheet (continued)

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Quotes

Plan Updates

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Service Projects

Plan Updates

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Support (Adviser Support and Showcase)

Plan Updates

Meetings Structure Options

☐

Large Group Meetings (All Team Leaders)

Plan Updates

A4L Location Planning Sheet (continued)

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Leadership Committee Meetings

Plan Updates

Additional Structure Options

☐

Adviser Support

Plan Updates

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Monthly Activity Report (submitted by the Secretary)

Plan Updates

Monthly Activity Reports are due on the 1st of each month. A4L provides a 10-day grace period for all submissions.

Plan for timely submission to A4L each month.