

Anchored Life

Location Planning Sheet

This planning sheet is to be completed by the Secretary or another Team Leader 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 yourAdvisers by the completion of the video conference.

Location Name: _____

A4L Learning Consultant Email Address: _____

Positions

- Admin POC
- Two (2) Advisers
- 5-10 Team Leaders
- Leadership Committee

Plan to keep all positions filled:

Features Structure Options

Meetings

Plan Updates

Tours

Plan Updates

REALTALK

Plan Updates

A4L Kits

Plan Updates

A4L Location Planning Sheet (continued)

Quotes

Plan Updates

Service Projects

Plan Updates

Support (Adviser Support and Showcase)

Plan Updates

Meetings Structure Options

Large Group Meetings (All Team Leaders)

Plan Updates

Additional Structure Options

Adviser Support

Plan Updates

Monthly Activity Report (submitted by the Secretary or Team Leader)

Plan Updates

Monthly Activity Reports are due on the last of each month.

Plan for timely submission to A4L each month.