HOW IT IS DONE

(Sample worksheet to be submitted to President and Secretary)

1 Name of project or task _____

2 Place, date and time

3 Resources (EXAMPLE: PEOPLE, EMAIL, PHONE, CONTACTS, ETC.)

1
2
3
4
5

4 Procédures

1
2
3
4
5

5 Board of directors input and future considerations

Submitted by _____Date_____

HOW IT IS DONE

1 Name of project or task "HOW IT IS DONE" MANUAL

2 Place, date and time - June 27 at Club house, Email manual

3 Resources (EXAMPLE: PEOPLE, EMAIL, PHONE, CONTACTS, ETC.)

1 Doug Crawford, Bernie Schaming, Dave Tarditi, Joe Galliera, Bill Brown, Al Schmidt,

4 Procedures

1 Designate a committee to establish a sample **Activity Resource Book (HOW IT IS DONE)** for volunteers to use when conducting club activities. The resource book would assist new activity managers in reviewing past practices and facilitate communication with the club President. 6/7/24

2 Review committee process and consideration that four or more samples that may be used, along with at least a one-page narrative, sent to the club president for review. Activity resource book to be placed online. 6/14/24

3 Clarify that process sheet describes what has occurred in the past, not a rigid law or rule. The process is informational sharing to effect methods of activity success 6/21/24

4 Board meeting to decide the future of committee planning 6/24/24

Al explains web site implementation

Proposal that President receive all "How is it done" submissions for club discussion and secretary review for minutes distribution.

5 Doug submitted activity manual to Joe and Bernie for review 6/28/24

6 Joe to send to board members for input for all club activities 7/1/24

7 Bernie submitted revisions 7/2/24

8 Manual revisions submitted to Joe for review and distribution 7/5

5 Board of directors input and future considerations

1 Create sample activity manual

Submitted by Doug Crawford Date_____