

ACTION PLAN – (How will we get there? How will we know we’ve arrived?)

Execution: Who will do What by When?

Goal:				Where do we want to be?		
<i>Actions/Tasks (What has to happen?)</i>	<i>Who is in the Lead?</i>	<i>Who else will help?</i>	<i>Resources needed</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments/Status Report</i>

OUTCOME		How will we know that we’ve arrived?
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ACTION PLAN – Example (How will we get there? How will we know we’ve arrived?)

Execution: Who will do What by When?

Goal: Send 2 students to Camp RYLA by May 2027		Where do we want to be?				
<i>Actions/Tasks (What has to happen?)</i>	<i>Who is in the Lead?</i>	<i>Who else will help?</i>	<i>Resources needed</i>	<i>Start Date</i>	<i>End Date</i>	<i>Comments/Status Report</i>
Obtain board approval for RYLA budget and appoint RYLA Chair	Youth Services		RYLA Fees, Youth Protection	1/4/27	1/8/27	Ask President to be on board meeting agenda
Ask for RYLA Chair Volunteer	Youth Services	President	None	1/10/27	1/17/27	Ask at Club meeting for volunteer
Contact high schools for applicants	RYLA Chair		school counselors	1/17/27	1/31/27	Application deadline 1/31
Interview applicants and select	RYLA Chair	RYLA team	All applications	2/2/27	2/18/27	
Educate students selected on Camp RYLA sign up and attendance	RYLA Chair	RYLA team	Camp RYLA process	2/18/27	3/1/27	
Arrange for students to get to Camp RYLA and home	RYLA Chair	RYLA team	Transportation	4/9/27	4/13/27	
Schedule students to share about Camp RYLA afterward	RYLA Chair	CLub Program Coordinator		4/15/27	5/1/27	

OUTCOME	Presentation by students of their Camp RYLA experience at club meeting	How will we know we’ve arrived?
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Develop an Action Plan from a goal achieving each idea on the Master Plan

Actions/tasks – try to list in order, knowing that some new steps may become apparent

Actions/Tasks – consider using an action verb (suggests movement)

Actions/Tasks – break down bigger tasks into a list of smaller tasks if needed

Actions/Tasks – be mindful of potential obstacles. List alternative ideas in comments

Actions/Tasks – develop timelines

Actions/Tasks – define resources: funds needed, partners to involve, connections to make

Actions/Tasks – describe the outcome

Actions/Tasks – monitor progress (see Vision to Success Guide)

Rotary International Action Plan Priorities:

- Increase Our Ability to Adapt
- Expand Our Reach
- Enhance Participant Engagement
- Increase Our Impact