

## 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	

## ACTIVITY BUDGET FORM

1. How is activity going to be funded? \_\_\_\_\_

2. Fund-raising involved:

Date of Commander Approval: \_\_\_\_\_

Copy of Commander Approval Letter on File: \_\_\_\_ Yes or \_\_\_\_ No

Type(s) of Fund-raising Activity: \_\_\_\_\_

Date(s) of Fund-raising Activity: \_\_\_\_\_

3. Estimated/Actual Cost of Items Necessary for Activity:

Item _____	Cost: \$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Cost: \$ \_\_\_\_\_

4. Designated Sale Price of Each Item:

Item _____	Price \$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

5. Plan for Payment of Cost Involved:

Minutes of FRG meeting directing Treasurer to pay for items out of the FRG account.

Fund-raising items to be donated.

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Budget Summary:

★ Beginning Account Balance:	\$ _____
★ Anticipated Income:	\$ _____
★ Anticipated Expenses:	\$ _____
★ Anticipated Deposit in Bank:	\$ _____