

SHIP ACTIVITY ASSIGNMENT AND REPORT

Activity _____

Activity Chairperson _____

Consultant/Advisor _____

Address _____ Phone _____

Place _____ Date _____

Quarterdeck's comments _____

Committee Members _____

DETERMINE THE ACTIVITY (Call a Committee meeting, discuss the event, make the plan)

What is to be accomplished? _____

IDENTIFY THE RESOURCES

Equipment and facilities needed _____

Cost and how activity is paid for _____

Manpower required _____

CONSIDER THE ALTERNATIVES

How can the activity be accomplished? _____

What are alternate plans? _____

REACH A DECISION -- MAKE THE PLAN -- DELEGATE RESPONSIBILITIES

Job to be done	Assigned to
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Follow up -- At additional meeting and through personal contacts, follow up on all assignments until you are sure you are all set. If the going gets rough, call on your Program Mate for help.

CARRY OUT THE PLAN -- CONDUCT THE ACTIVITY

Just before the activity, double-check all arrangements and conduct the activity to the best of your ability, using your committee and consultant/Advisor.

Notes: _____

After the activity be sure to thank everyone involved and leave things clean and in good order.

EVALUATE THE ACTIVITY

Did the members like it? _____ Number participating _____ Sea Scouts _____ Adults _____

Should we repeat this activity? Yes ____ No ____ Why? _____

How well did the plan work? _____

How can we improve the activity? _____

What were costs? To the Ship _____ cost per person _____

Attach all receipts or bills for the activity.

Signed _____ Date _____

Activity Committee Chairperson

Fill out and return this report as you plan, execute, and evaluate your activity. Turn the completed report into the Boatswain's Mate for Program for inclusion in the Ship's activity file.