

VOLUNTEER INTERVIEW

WHO ARE YOU INTERVIEWING WITH?

VOLUNTEER RESPONSIBILITIES

TIME COMMITMENT

TRAINING AND MENTORING

GROWTH AND LEADERSHIP

QUESTIONS FOR THE INTERVIEWER

OBSERVATION NOTES

DATE:

WHICH STATIONS OR ACTIVITIES WERE OBSERVED:

WHAT WERE THE HIGHLIGHTS

WHAT CAN BE REVIEWED

FOUR AWESOME ATTRIBUTES OF THE
VOLUNTEER

NOTES

GOAL PLANNER

GOAL:

START DATE:

END DATE:

ACTION PLAN



SUB GOAL

START DATE:

END DATE:

ACTION PLAN:

SUB GOAL

START DATE:

END DATE:

ACTION PLAN:

NEW YEAR GOAL

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

MAIN ACTION STEPS

MILESTONES

YEARLY PLANNER

YEAR GOALS:

JANUARY			FEBRUARY			MARCH		
APRIL			MAY			JUNE		
JULY			AUGUST			SEPTEMBER		
OCTOBER			NOVEMBER			DECEMBER		

IMPORTANT DATES

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

WEEKLY PLANNER

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

PRIORITIES

NOTES

DON'T FORGET

WEEKLY PLANNER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

PRIORITIES

NOTES

DON'T FORGET

MONTHLY REVIEW

ACCOMPLISHMENTS OF THE MONTH:

WHAT DID WE
LEARN THIS MONTH?

WHAT COULD WE HAVE
DONE BETTER?

WHAT ARE WE GRATEFUL FOR?

WHAT CHALLENGES DID WE FACE?

WHAT ARE OUR GOALS FOR NEXT MONTH?

VOLUNTEER ROUTINE

GOALS

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TOP PRIORITIES

EXPECTED GUEST COUNT

EXTRAODRINARY GUESTS:

TODAY'S APPOINTMENT

REMINDERS

PROJECT PLANNER

PROJECT NAME:	BUDGET:
START DATE:	END DATE:

PROJECT DESCRIPTION

IDEAS

SUPPLIES NEEDED

ACTION STEPS

1

2

3

4

5

6

STUDY PLANNER

STUDY HOURS:

EXPECTED	HOURS		MINUTES	
ACTUAL	HOURS		MINUTES	

TODAY'S SUBJECTS

DEADLINES

NOTES

EXAM DATES

NEXT STEPS

VOLUNTEER DAY PLANNER

DATE:

PRIORITIES:

TODAY'S SCHEDULE:

5-6 AM	
6-7 AM	
7-8 AM	
8-9 AM	
9-10 AM	
10-11 AM	
11-12 AM	
12-1 AM	
1-2 PM	
2-3 PM	
3-4 PM	
4-5 PM	
5-6 PM	
6-7 PM	
7-8 PM	
8-9 PM	

TO DO LIST:

EVENT BUDGET TRACKER

INCOME

DESCRIPTION:	AMOUNT:

FIXED EXPENSES		
DATE	DESCRIPTION	AMOUNT
TOTAL:		

VARIABLE EXPENSES		
DATE	DESCRIPTION	AMOUNT
TOTAL:		

	BUDGET	ACTUAL	DIFFERENCE
TOTAL INCOME			
TOTAL EXPENSES			
TOTAL SAVINGS			
DEBT PAYOFF			
NET BALANCE			

SPECIAL EVENT PLANNER

LOCATION:	
THEME:	BUDGET:
	DATE:

TO DO LIST		NOTES:
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CATERING

ENTERTAINMENT

Committee Agenda

ATTENDEES SEPARATED BY COMMA/ IS QUORUM MET? Y / N

OLD BUSINESS

NEW BUSINESS

SUCOMMITTEE REPORT (VP,
FINANCE, ETC.)

SUCOMMITTEE REPORT (VP,
FINANCE, ETC.)

WHAT ARE OUR GOALS FOR NEXT MEETING?

MEETING AGENDA

ATTENDEES:

DATE:

TIME:

PLACE:

Agenda	Topic	Person In Charge
Welcome and Introductions		
Project Overview		
Timeline & Milestones		
Division of Responsibilities		
Communication Plan		
Q&A and Open Discussion		
Next Steps and Action Items		

Meeting Minutes

DATE:

TIME:

MEETING WITH:

TOPIC:

NOTES

KEY NOTES

DECISIONS

ACTION ITEMS

NEXT STEPS

ACTION ITEMS

NEXT MEETING

DATE:

TIME:

MIND MAPPING

1

OBJECTIVES



2

RESEARCH



3

PLANNING



4

EXECUTION



5

EVALUATION



MIND MAPPING



1

OBJECTIVES

2

RESEARCH

3

PLANNING

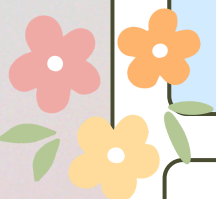
4

EXECUTION

5

EVALUATION







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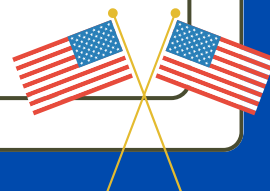
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Blank rectangular box with a smaller rectangular box inside for writing.



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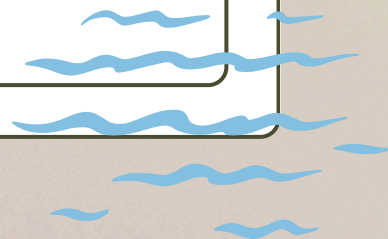
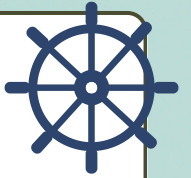
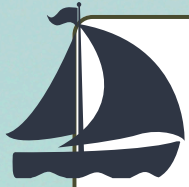
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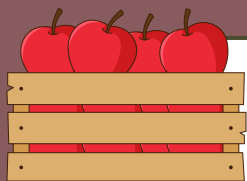
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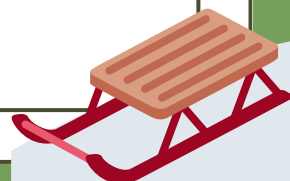
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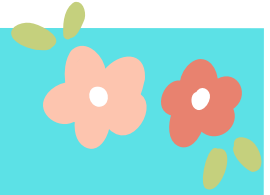




UPCOMING EVENTS^{///}

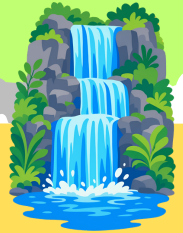
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Date:



Date:

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Date:



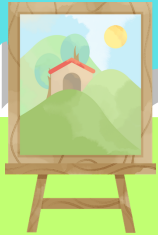
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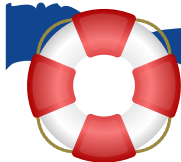


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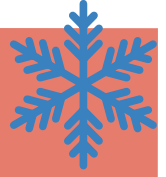
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