**Planning an Activity**

Complete this form and any check requests for any event requiring Booster club funding to the Booster Club President two weeks prior to each event.

1. **WHAT are you planning to do?**
2. **WHY do you want to do this project? WHO will benefit?**

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1. **WHEN and WHERE will the activity take place?**

Date: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **WHO needs to approve the project?**
2. **WHAT funds are needed to do this activity?**
3. **WHAT kind of publicity is needed?** WHEN?

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Type of publicity When is it needed?

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1. **WHO will do the WORK?**

Task Person Responsible Due Date

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1. We’re Done!! Was it worthwhile? What went well?

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