



ASSEMBLY CHAIRPERSON PROJECT PLANNER

Name of Chairperson: _____

Project: _____

Date: ____/____/____

Type of Project (*circle one*): Fun Service Fundraising Membership

Describe the Project:

List all the things to be done to plan and prepare this project (include phone calls, special arrangements, recipes used, advertising, special equipment needed, etc.):

List the names of the girls and adults who brought things for this project and/or worked at the project. Be sure to include the number of hours worked:

If the Assembly wants to do this project again, what improvements could be made to help make this project more successful:

Signature: _____ Date: _____

Upon completion of this project, this form must be turned into the Points/Awards Board Member in order to receive credit.