

Action Planning Form for Member Clubs

Use the following Action Plan with your school or youth group members to discuss how you will manage your club and decide on goals and projects for the upcoming year. This form should be filled out annually with your club to set your goals and projects for the year. This form is for your reference throughout the year. You will keep this with your Membership Manual.

1. School/Youth Group Name:
2. Sponsor's Name:
3. Sponsor's Email:
4. What is the mission/purpose of your club?
5. What are your club's goal(s) for this year?
6. What traffic safety problems will your club focus on based on the needs in your community? Think about the problem areas at your school and in your community.
 - a. Seat belts
 - b. Speeding
 - c. Defensive Driving/Driving Skills
 - d. Underage Drinking/Impaired Driving/Zero Tolerance Law
 - e. Distracted Driving
 - f. Virginia's Teen Driving Laws
 - g. Risky Driving Behaviors
 - h. All of the Above
7. Circle the YOVASO traffic safety campaigns your club plans to participate in this school year:
 - a. Save Your Tailgate
 - b. Arrive Alive
 - c. Halloween Safe Driving Campaign
 - d. Holiday Safe Driving Campaign
 - e. We plan to participate in all of the campaigns
8. What are some ideas your club has to promote the campaigns you plan to participate in?
9. Circle the resources below that your club plans to use for the campaigns you intend to participate in:
 - a. Vince and Larry Crash Dummy Costumes
 - b. Large Field Stencil to display "Txt Later. Buckle Up Now. Arrive Alive" message
 - c. Fatal Vision Goggles
 - d. Grim Reaper Costumes and Ghost Out T-Shirts
 - e. Seat belts

f. ScanEd: Physics of a Crash Program

g. Distracted Driving Simulator

10. Are there any other resources YOVASO may be able to provide to help you accomplish your campaign goals?
11. What activities can your club do between campaigns to continue promoting traffic safety in your school?
12. Will your club have rules/requirements for its participants? If so, what will they be? Will your club charge a fee for members?
13. Will your group have a leadership council, board, or officers? If so, who will select the leadership and how many students will be selected?
14. If conflict were to arise among club members, how will your club address it?
15. How often will your club meet and at what time?
16. How will you have the members complete the Club Membership Training?
 - a. Request a YOVASO Staff Member to conduct the training
 - b. Club Peer Leader(s) will conduct the training
 - c. Sponsor/SRO will conduct the training
17. What obstacles may your club face in completing activities and reaching goals?
18. What steps will you make to overcome these obstacles?
19. Was this Action Planning Exercise helpful in guiding your group through the process of setting goals and determining your strategies for the upcoming year? Please circle the answer that best fits your group's experience.
 - a. Our group has a good plan in place as a result of completing the planning steps.
 - b. Our group has some of its plan in place, but needed more time/guidance to complete all the steps.
 - c. Our group had difficulty completing the exercise and needed more guidance/help with working on our planning process.