



Post Activities Development Meeting Agenda

1. Distribute the post program development calendar and the top results from the Explorer activity interest survey.

2. Engage youth in a discussion to select post activities from the list.

Use brainstorming if needed for additional program ideas.

Schedule post activities on the post program development calendar.

3. Recruit or assign a youth chairperson for each post activity and for each career opportunities meeting. Distribute the activity plan.

4. Hold Explorer post officer elections.

Post president

Vice president—administration

Vice president—program

Secretary

Treasurer

Give officers their job descriptions (see Exploring Youth Leader Guide) and the date of post officers' seminar.



Activity Planner

Name of the Activity: _____

Youth Activity Chairperson _____ Adult Consultant _____

Youth Phone No. _____ Adult Phone No. _____

Other information _____

Date: _____

Location: _____

Resources Needed: _____

Alternatives

What is the alternate plan in case of bad weather or other factors? _____

Personnel

Delegate responsibilities.

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

Follow up—At additional meetings 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 Advisor for help.

Carry Out the Plan/Conduct the Activity

Just before the activity, double-check all arrangements.

Notes:

After the activity, thank everyone involved, and leave things clean and in good order.

After-Action Evaluation

Use a separate sheet to explain your reasons for how you answered.

Should the post do this activity again? _____ Yes _____ No

Number participating: _____ Explorers _____ friends _____ adults _____