



Committee and Club Planning Worksheet

Use this document to help youth plan and organize clubs and committees that can help with civic learning and engagement projects. Think about how students and adults will participate, what will be accomplished, and what community resources and partnerships would be helpful.

Setting up the Club – The Basics

Name of committee/club:

Purpose and key tasks:

Goals should be concrete, do-able, and realistic for the abilities and skills of the students involved.

Members (students/staff):

Members can be recruited, or participation can be open to all. Clubs can be targeted for certain grade levels or interests.

Meeting time and frequency:

In many out-of-school time programs, clubs meet 2-3 days per week. If the group does not meet frequently enough, there is a danger of losing momentum, but meeting everyday may be unnecessary or hard to sustain.

Day	Time
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



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Structure/key roles and functions:

Should the club have a governance structure or a steering committee? How will leaders be selected and other group roles assigned? Everyone in the club or committee should have a role.

Supports needed:

Help youth plan or anticipate a need for appropriate materials and supplies.

Community resources:

What community resources will the committee/club want to access or rely on?