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Elevation Action Plan Revision Template

Chapter:

Date:

This document is intended to be used as a template for chapters completing the action plan revisions phase of the Elevation Program. It provides guidance for identifying SMART goals and addresses expectations outlined in the Elevation Program.

What are Elevation Action Plan Revisions?

* The third written phase of the Elevation Program is the Action Plan Revision phase. At the beginning of the second semester, the chapter has the opportunity to submit any revisions to the action plan submitted in the previous semester. These revisions should take into consideration the chapter’s updated plans, as well as modifications related to any learning or changes in chapter culture/behavior throughout the previous semester. If the chapter does not wish to revise their action plan, they can submit their original action plan with a short reflection on why the action plan was not revised using the provided template.

**Template Instructions:**

You’ve utilized your action plan for a semester – is it working? Do you want to change anything? Tell us about it! Chapter action plan revisions are worth 20 points. *Documentation includes a summary of the action plan revisions using the provided chapter action plan revision template that must be uploaded using the* [*Action Plan Revision Upload Form*](https://fsl.colostate.edu/action-plan-revision-upload-form/)*.*

This template contains space for seven chapter-goals, ideally one for every priority area that your chapter set goals for during the action plan phase. However, chapters can add additional goals for areas not previously addressed or remove goals previously created.

As a reminder, the seven priority areas are: Academic Achievement, Harm Reduction, Community Service & Philanthropy, Membership Development, Recruitment/Intake and New Member Education, Chapter Management, and External Relations.

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| Priority Area Action Plan Revisions | |
| Action plan revisions ask chapters to reflect on the action plans developed in the previous semester and determine what needs to be revised in that plan. For example, do goals need to be completely overhauled? Do due dates need to be adjusted based on experience? Are there ways goals should be adjusted to meet the current needs of the chapter? Has anything happened in the last year that has changed the focus and direction of the chapter or necessitated a change in goals (e.g., a chapter crisis, change in academic status, (inter)national organization initiative, conduct process, etc.). | |
| *1:* | Will you be revising any of your goals? If yes, identify below which of your goals you are revising. |
|  |
| *Additional Instructions:*   * *If yes, proceed to question two (and skip question 1a).* |
| 1a: | *If you answered “no” to question one, please discuss why you feel your current action plan is still appropriate for your chapter.* |
| *[Only required for chapters not revising their action plans]* |
| 2: | Goal 1: *[write goal as it appears in the Academic Achievement part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |
| *3:* | Goal 2: *[write goal as it appears in the Harm Reduction part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |
| *4:* | Goal 3: *[write goal as it appears in the Community Service & Philanthropy part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |
| *5:* | Goal 4: *[write goal as it appears in the Membership Development part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |
| *6:* | Goal 5: *[write goal as it appears in the Membership Intake/Recruitment & New Member Retention part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |
| 7: | Goal 6: *[write goal as it appears in the Chapter Management part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |
| 8: | Goal 7: *[write goal as it appears in the External Relations part of your action plan with details about how/if the goal is being revised]*  *For consideration:*   * *What, if anything, will change about this goal?* * *Remember to address the specifics of this goal including the timeline, who is responsible for its implementation, and how you will know if you’ve achieved success.* |
| *[Write response here}* |