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Elevation Action Plan Template

Chapter:

Date:

This document is intended to be used as a template for chapters completing the action plan phase of the Elevation Program. It provides guidance for identifying SMART goals and addresses expectations outlined in the Elevation Program. **We encourage you to complete one goal for each priority area, however chapters should complete three to five goals total at minimum.**

What are Elevation Action Plans?

* The second written phase of the Elevation Program is the action plan phase. Based on the initial assessment and established goals, the chapter will develop an action plan that outlines the steps the chapter will take to achieve their goals throughout the year. The action plan should directly address the findings from the previously conducted assessment. The action plan can include expectations and programs provided by the chapter’s (inter)national organization. Overall, the chapter’s action plan should outline all steps the chapter will be taking to reach their goals related to the priority area, as well as dates for completion of action items, and how they will know if they have achieved the goals.

**Action Plan Submission Instructions:** You’ve assessed the current state of your chapter and set goals to improve, but what is your step-by-step plan to achieve those goals? Following the completion of evaluation and goal setting through the assessment process, the chapter should develop the plan for achieving goals. Chapter action plans are worth 45 points. *Documentation includes a summary of the action plan using the provided chapter action plan template that must be uploaded using the* [*Action Plan Upload Form*](https://fsl.colostate.edu/action-plan-upload-form/)*.*

This template contains space for seven-chapter goals, ideally one for every priority area (Academic Achievement, Harm Reduction, Community Service & Philanthropy, Membership Development, Recruitment/Intake and New Member Education, Chapter Management, and External Relations). However, chapters should complete three to five goals at minimum and those goals can be divided throughout any priority areas. Chapters can choose to set multiple goals for a single priority. In addition, all goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely.

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| Priority Area Action Plan – Academic Achievement | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 1: | **W*rite goal as outlined in the Academic Achievement part of your assessment.*** |
| *[Copy your Academic Achievement goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished because of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful.** |
| *[Write response here]* |
| Priority Area Action Plan – Harm Reduction | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 2: | **W*rite goal as outlined in the Harm Reduction part of your assessment.*** |
| *[Copy your Harm Reduction goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful.** |
| *[Write response here]* |
| Priority Area Action Plan – Community Service & Philanthropy | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 3: | **W*rite goal as outlined in the Community Service & Philanthropy part of your assessment.*** |
| *[Copy your Community Service & Philanthropy goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful** |
| *[Write response here]* |
| Priority Area Action Plan – Membership Development | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 4: | **W*rite goal as outlined in the Membership Development part of your assessment.*** |
| *[Copy your Membership Development goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful.** |
| *[Write response here]* |
| Priority Area Action Plan – Membership Intake/Recruitment & New Member Education | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 5: | ***Write goal as outlined in the Membership Intake/Recruitment & New Member Education part of your assessment.*** |
| *[Copy your Membership Intake/Recruitment & New Member Education goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful.** |
| *[Write response here]* |
| Priority Area Action Plan – Chapter Management | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 6: | ***Write goal as outlined in the Chapter Management part of your assessment.*** |
| *[Copy your Chapter Management goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful.** |
| *[Write response here]* |
| Priority Area Action Plan – External Relations | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. The questions below will help ensure you are setting SMART goals that can be easily evaluated throughout the year. | |
| 7: | ***Write goal as outlined in the External Relations part of your assessment.*** |
| *[Copy your External Relations goal as set in your assessments here]* |
| **Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)? A specific goal should identify a specific outcome and not be vague or difficult to assess.** |
| *[Write response here]* |
| **Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? This often includes specific numbers, percentages, or projects completed or attained.** |
| *[Write response here]* |
| **Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?** |
| *[Write response here]* |
| **Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?** |
| *[Write response here]* |
| **Question 5: When will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful.** |
| *[Write response here]* |