

COMMITTEE PLANNING WORKSHEET

Committee Name: _____

Possible Age Groups: _____

COMMITTEE PURPOSE

Example: Committee will plan monthly snack menu using a budget

GUIDELINES

Example: Committee must submit menus to director on the 15th of each month and stay within budget and nutrition guidelines

SUPPORTS NEEDED

Examples:

Children: How to use a budget; how to read nutrition information

Staff: Facilitating committees

Resources: FDA guidelines, calculators, or computers

TIME

Example: Committee will meet the first two Mondays of each month during enrichment time

ADULT SUPPORT

Name a staff person who will support this committee

ROLES ON COMMITTEE

Example: Note taker, researcher, math checker, etc.

