



# COMMITTEE PLANNING

## Worksheet

**Use this worksheet to plan and organize committees.**

Think about how student members and adults will contribute to the committee, tasks the committee will carry out, and community resources.

**Committee name:** \_\_\_\_\_

**Purpose or key tasks:**

*Example: Reporting on weekly global news to the group. Gathering headlines, distributing among the group, deciding what to cover.*

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**Student members:**

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**Staff/other members:**

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**Meeting time and frequency:**

*Example: Committee will meet each Friday after school for one hour.*

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# Committee Planning: Worksheet *(continued)*

**Key roles or functions**  
**(indicate if student or staff):**

*Example: Students: Note taker, researcher, presenter, recorder; Staff: Schedule, time keeper.*

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**Supports needed:**

*Example: Computer or library access, space to meet, paper, markers, other supplies, adult supervision.*

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**Community Resources:**

*Example: Invite a local reporter to discuss international news stories.*

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**Check-ins and progress markers:**

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