



2010 Chartered Council Work Plan

Due February 8, 2010

The attached Work Plan is intended to help PCA Indiana help your Chartered Council be successful. I tried to keep it simple so you don't have to spend a huge amount of time on it. Each page contains spaces for four months. The cells of the table will expand in case you need more room. I've included three bullets in each space, but if you prefer to not use them just delete them. If you would rather hand write the Work Plan, feel free to print it out and do so.

I also included a sample Work Plan so you can see the sort of items people sometimes include.

Here are some things to remember:

- You don't have to have something on every month. Not all Councils have events or activities 12 months of the year.
- Each month has two sections. The first asks for any activities/meetings you have planned. The second asks if there is any specific assistance you need from PCA Indiana for that month.
- If you know you're planning to do something in a given month but don't have a date yet, go ahead and include it and note "time/date TBA".
- Work Plans are due by **Monday, February 8, 2010**. Our staff wants to be able to attend as many Council events as possible. Since there are only five of us, we need to plan ahead.

I know that some people like forms because they provide structure. Some people absolutely hate them and froth at the mouth when presented with a form (especially ones from the IRS). If you would rather not use this form, you don't have to. **Seriously.** ☺ If you'd rather send me an email, or mail something you've written on a legal pad, I'm fine with that--*as long as you tell me what is happening when with your Council in 2010 and what help you think you will need from PCA Indiana*. If you have questions, call or email. The toll free line for Chartered Councils is 888-542-7064. Our local number is 317-542-7002. My email is msmith.pcain@villages.org.

Thanks for everything you do to make Indiana a safe place for kids and families.

Mary

Mary Armstrong-Smith
Community Partners Director

*Council Work Plan is due no later than Monday, February 8, 2010.
Mail to: PCA Indiana, 9130 Otis Avenue, Indianapolis IN 46216 –OR- Fax to: 317-542-7003*

January 2010	February 2010	March 2010	April 2010
<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in January 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in February 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in March 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in April 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____

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May 2010	June 2010	July 2010	August 2010
<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in May 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in June 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in July 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in August 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____

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September 2010	October 2010	November 2010	December 2010
<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____
<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in September 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in October 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in November 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p style="text-align: center;">Assistance needed from Prevent Child Abuse Indiana in December 2010</p> <ul style="list-style-type: none"> • _____ • _____ • _____

COUNCIL NAME: _____

WORK PLAN PREPARED BY: _____ **DATE:** _____

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