

# ATTACHMENT 1: ACTION ITEM LIST EXAMPLE

NPO Name: Children's Reading NPO

NPO Mission Statement: *"Our NPO promotes childhood literacy by providing books and tutoring to children ages 5-8."*

Action items from the Strategic Plan:

ACTION ITEMS (STRATEGIC PLAN STRATEGIES)	SMART OBJECTIVES (FROM THE STRATEGIC PLAN)
<i>Develop an after-school tutoring program using volunteer tutors</i>	<i>By December 2014, 50 children will have received at least 10 hours of tutoring.</i>
<i>Get donated books and distribute them to students who are receiving tutoring.</i>	<i>By December 2014, 100 books will be distributed to children receiving tutoring.</i>

Other action items that are not in the strategic plan:

ACTION ITEMS	SMART OBJECTIVES
<i>Develop a website for our NPO</i>	<i>By June 2014, we will have a new website in place.</i>