

**SAMPLE GOALS FROM ACTION PLANS**

Below are good examples pulled from various Action Plans. Please note the following:

1. You only need to set goals for 3-5 indicators that need improvement. Refer to indicators rated low in your QSA.
2. Do NOT write something for every indicator. In this sample, we have removed indicators without goals.
3. Use the **SMART** goals framework —**S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imely.
4. Include dates when possible and be as specific as you can.
5. Remember that at the beginning of every year of your 3-year membership you will submit an action plan update to reflect on your progress and you will create a new action plan for the upcoming year.

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| **Indicator** | **Specific & Measurable Action** | **Title (s) of Person(s) Responsible** | **Deadline** |
| **Structure & Management** |
| 1.1.3 Provides paid on-going professional development opportunities including workshops, conferences, etc. to all staff including paid, volunteer, and interns on a quarterly or more frequent basis to address the unique characteristics of youth and families. | We believe our staff will be more available during the beginning of our program sessions in the Fall, Winter and Summer and we will plan our professional development accordingly. Moving forward, it will be our goal to continue to coordinate around the APOST Fall and Summer conference during our standard 3-5 day staff orientation and training weeks. To provide a more in-depth view and connection to the impact of OST, executives, program monitors, and other professionals are invited to present during workshops. | Program Manager | March-April 2018 – identify staff development needsMay – plan training agenda for summerJune 2018 & September – host Staff orientation and workshops and coordinate and assign staff’s tracks for APOST conferences |
| **Positive Connections** |
| 2.2.2 Obtains input from stakeholders about program performance through a variety of ways such as parent/youth surveys, parent meetings, community advisory boards, focus groups, etc. | Create a Parental Advisory Board:Things to consider when planning:1. Determine which staff will work with parents
2. Create a selection process
3. Determine how often parents will meet
4. Determine what type of feedback we are looking for
5. What is the plan for when parents don’t come, how will we get their voices heard?

Once we reach out to parents, the first step is to have the parents come together at one general meeting to express our interest in them being involved. This meeting would be a platform for parents to voice concerns and ask any questions…The second step would be empowering them as far as their decision making and supporting them. Parents can and will have the opportunity to work with the staff in creating more effective ways of discipline and connecting with youth. | Site Supervisor | August – reach out to parents to invite them September – host general meeting to reach outOctober – host first Parental Advisory Board MeetingDecember – Follow up to ensure parental advisory board is supported and effective |
| 2.2.3 Accesses resources within the community by seeking support from and building relationships with local businesses, colleges, universities, community leaders, and elected officials.  | Our program would like to increase our impact by securing support and building relationships with community leaders and elected officials. We will begin this process by scheduling informational meetings with identified community leaders and officials. These meetings will serve as an introduction to our program and highlight how the individual could support our program. We will also solidify the continuation of the new relationships by inviting the leaders/officials to our program events and sharing update information. | Program Director | February-April 2018 – host informational meetingsMid- May  2018 and July 2018 – invite leaders to program eventsAugust -September 2018 – Follow-up with leaders and send program updates |
| **Activities** |
| 4.3.1 Encourages youth input and participation in program activity planning, field trip selections, and implementation by having youth provide formal and informal opportunities to evaluate activities, be involved in the decision making process, and have opportunities to lead activities. | Surveys will be developed for children to assess the program’s activities.The surveys will consist of questions relevant to the current offerings at theafterschool program and possible alternatives. The program director willinterview the youth to determine their areas of interest and how to implementtheir ideas during the school year and the summer program. | Program Director | Surveys andinterviews will beadministered byFebruary 2018. |