**WEEKLY ASSIGNMENT, DUE TUESDAY, July 11th**

Organizers empower others to lead and build strong relationships. They do so by identifying, recruiting, and developing leaders around a specific issue or cause. Action planning sessions create the opportunity for organizers to plan a community engagement event by building these relationships and empowering new volunteers to take leadership.

Last week you established the basics of your community engagement event. Now that you know what type of event you will have and what you hope to accomplish through your event, it’s your turn to lead an action planning session with your team of fellows and/or with other volunteers in your chapter to continue to plan your event.

By the end of your action planning session, your team should be able to answer these questions:

1. **WHAT** do we want to do as a team? What does success look like?
2. **WHY** are we organizing this event?
3. **WHEN** will this event happen? Plan A, B, C, D
4. **WHERE** will this event take place? Plan A, B, C, D
5. **WHO** will do what? Who should be involved?

**How to submit your assignment:**

* If you have a fellows manager, work with your team of fellows to submit one assignment to you fellows manager.
* If you are paired with an alumni trainer, you will submit your assignment to the alumni trainer. Ask you alumni trainer if there are other fellows in your area that you can collaborate with.
* If you are auditing the webinars on your own and do not have a fellows manager or alumni trainer, then you are not required to submit an assignment.

**What resources can we use to guide our assignment?**

* Webinar slides and recordings – Leading an Action Planning Session (found on the [Fellows Bookshelf](https://www.dropbox.com/s/us47y53l2tyrl4c/Fellows%20Bookshelf-%20Summer%202017%20.pdf?dl=0))
* Submit your questions to your fellows manager, alumni trainer, or [fellows@ofa.us](mailto:fellows@ofa.us)

**Next week’s class topic: Event Management**

Keeping track of all the moving pieces that go into an event can be challenging. In this session, you will learn management tactics and tools you can use to delegate responsibilities and ensure tasks are completed on time.