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**Strategic Planning Meeting Template**

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| **9:00** | **Welcome and Introductions** |
| **9:15** | **Understanding the Present Reality: Presentations and Discussions** |
|  | **Local Assessment:**  |
|  | * What’s going well in the Field Office?
 |
|  | * What are our trends: Membership, Participation?
 |
|  | * What do our surveys say?
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|  | **National and Regional Assessments:**  |
|  | * ACA priorities
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|  | * ACA support and initiatives
 |
|  | * Neighboring Field Office Strengths
 |
| **Break** |  |
| **10:30** | **SWOT Analysis: What is important? Where are the Opportunities?** |
|  | * Strengths: What do we continue because is important to the camp movement?
 |
|  | * Weaknesses: What do we stop because it isn’t a priority or do we strengthen it because it is important to the camp movement?
 |
|  | * Opportunities: What resources, momentum, access to we have now? Are there partnerships, connections to be taken advantage of?
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| **12:00** | **Lunch** |
| **1:00** | **Status of Volunteerism in the Field Office** |
| **1:30** | **Prioritize and Determine Goals for 3 years** |
|  | * What change do we want to see in the field office?
* What can be done?
* What must be done?
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| **2:30** | **Action Plan:** Development of Objectives, Tasks with assigned resources, timelines |
| **3:30** | **Summary and Next Steps** |
| **4:00** | **Departure** |

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