

# Outreach Operations Tasks



TLT \_\_\_\_\_ Mentor/Staff \_\_\_\_\_ Term Dates \_\_\_\_\_

## Outreach Planning

- ®1. Assist in planning at least two events including one of the following, but not limited to:
- a. Can Collecting
  - b. Community Service
  - c. Outreach Dinners
  - d. Pathfinder Sabbath
  - e. Vacation Bible School
  - f. Evangelism
  - g. Other \_\_\_\_\_

- ®2. Coordinate with Administrative, and Teaching Operations to have programming for the event.

- ®3. Assist in planning and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

Complete	M/A	Notes
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## Logistics

- ®1. Assist in developing a packing list, preparing and packing all materials and necessary equipment, and unpacking, accounting for, and repairing all equipment upon return from an event.

- ®2. Assist with developing a menu and food supplies list for the event as needed.

- ®3. Coordinate with the TLTs assigned to Administrative and Activities Operations to confirm adequate and proper safety is arranged for both on-site and off-site activities as needed.

<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## Communications

- ®1. Assist in promoting the event by preparing, posting, and mailing all necessary promotional materials.

- ®2. Assist in preparing, distributing and posting information at the event such as programs or bulletins, menus, staff assignments, and activities.

- ®3. Develop a report about the event by writing/blogging the details quoting people's experiences and including pictures of what happened. Share your report with your club, your church, your Area Coordinator, and your Conference leaders.

<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## Share Your Faith

- ®1. Develop and practice the skill of speaking and reading clearly in front of a large group. Practice voice projection, annunciation of words, clarity of thought (i.e. announcements, scripture reading, public speaking or preaching, storytelling, ...)

- ®2. Develop and practice the skill of praying in public. Learn different styles and types of prayers (i.e. private prayer, meal prayers, intercessory prayer, congregational prayer invocation prayer, benediction ...)

- ®3. Develop your personal testimony into a three minute short story. Share it with your friends, your family, and your staff.

<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

## Expectations

- ®1. Meet deadlines.

- ®2. Work together without prodding.

- ®3. Communicate effectively.

- ®4. Exhibit a Christian spirit.

<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____
<input type="checkbox"/>		_____

Task checklist complete. Approved for advance.      Reviewing Staff \_\_\_\_\_ Date \_\_\_\_\_