**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:

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

Other action items that are not in the strategic plan:

|  |  |
| --- | --- |
| ACTION ITEMS | SMART OBJECTIVES |
| *Develop a website for our NPO* | *By June 2014, we will have a new website in place.*  |