**ATTACHMENT 4: TASK PLANNING TEMPLATE**

**(Add additional item as needed)**

NPO Name:

NPO Mission Statement:

**Action Item 1:**

**Current status of this initiative:**

**Tasks to be completed:**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

**Initiative 2:**

**Current status of this initiative:** We have identified a publisher of children’s books who may be interested in donating books

**Tasks to be completed:**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

**Initiative 3:**

**Current status of this initiative:**

**Tasks to be completed:**

|  |  |
| --- | --- |
| TASK # | DESCRIPTION |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |