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| **Afterschool Heals Tennessee Action Planning Chart** | |
| SITE: Click to enter site name. | Program: |
| **Instructions**  This Action Plan template will help out-of-school time programs organize goals based on needs identified from the Afterschool Standards and/or opioid prevention programs goals. | *With the afterschool team, discus if the action plan meets the below criteria:*   * **Realistic.** Are your goals easily achievable by the given timeline? * **Clear**. Is it apparent who is responsible for meeting the stated goals? * **Supported**. Does the staff understand the importance of these goals? | |

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| **Goal** | **Steps to Completion** | **Lead** | **Timeframe** | **Needed Resources** | **Updates** |
| *Should relate to an* Afterschool Standard or Prevention Program goal | *List of specific tasks needed to complete the Action Step.* | *Person responsible for leading action.* | *Goal date to complete goal.* | *What resources exist to help support this goal?* | *Progress toward meeting the goal.* |
| *Example 1: Host a drug-take back event with our anti-drug coalition.* |  |  | Click to enter a date. |  | Click to update |
| *Example 2: Provide training that will support staff in implementing positive discipline methods.* |  |  | Click to enter a date. |  | Click to update |
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