

Best Practices Guide - Information Request Form

The Leader Training Committee is updating their Best Practices Guide for Sections/Branches. Provide input on a successful activity of your Section/Branch on the form below. If you wish to provide input on additional activities, please make copies of this form as needed. Provide answers to the questions below but feel free to modify the appearance of your report as you see fit (i.e. including graphics, photos, etc). LTC will review and compile the information received and update the guide for use by all Sections and Branches. Please return your completed form(s) in MS Word format to Ron Iwamoto at ron@iwamotolc.com.

Date:

Section/Branch:

Project contact:

Contact phone number:

Contact e-mail address:

General project category (e.g. Public Outreach, Legislative, Website, etc.):

General project description:

The process – what you did, when and how:

Those in charge – committee, task committee, etc.:

Time frame – when started, when completed:

The parts that worked really well:

The parts that did not work well:

This is something off the wall that we did:

The administration that was important:

The follow-up that was important:

What you should ALWAYS do with this project:

What you should NEVER do with this project:

The outcome:

Would you do it again?

Contact information for a person from your Section/Branch who would be willing to speak about the Best Practice:

Name:

Address:

Phone Number:

Email Address:

Additional comments (Include attachments and photos that would be beneficial):