

Planning Committee

Forming a Planning Committee for Your Afterschool Program

One of the most strategic early steps in developing a successful afterschool program is establishing a Planning Committee. This group will serve as a guiding body throughout the design and implementation process, offering valuable knowledge, diverse experiences, and a range of community perspectives. The size and composition of your committee should align with the scale and scope of your proposed program.

Purpose of the Planning Committee

The committee's primary role is to support program planning by

- Contributing expertise from various sectors
- Assisting with needs assessments and resource identification
- Strengthening community engagement and buy-in
- Providing input on funding, staffing, and logistics
- Supporting the program's long-term vision and sustainability

66% of Missouri parents without an afterschool program would enroll their child in a program if one were available.

Recommended Core Members

Aim for a well-rounded, diverse group that represents multiple community sectors.

Key roles may include

- **School Administrator:** A principal or district-level administrator who can provide insights into school operations, student needs, and alignment with district goals.
- **Community Representative:** A county commissioner, municipal employee, or representative from a local organization (e.g., library, children's services, workforce board, chamber of commerce) who can offer a public sector perspective and assist in community needs assessment.
- **Resource Person:** A highly organized and well-connected individual who is actively involved in the community and can coordinate logistics, outreach, or events.
- **Financial/"Numbers" Person:** Someone with knowledge of funding sources and budgeting, such as a district finance staff member, experienced fundraiser, or small business owner.

Diversity

For maximum effectiveness, strive to include members who reflect the demographics and lived experiences of the community your program aims to serve. Diversity of thought and background will lead to more comprehensive planning and more meaningful community impact.

Additional Committee Members May Include

- Representatives from youth-serving organizations (e.g., Boys & Girls Club, YMCA, 4-H, or faith-based programs)
- A potential staff member likely to work in or collaborate closely with the afterschool program
- Local business or industry leaders interested in workforce development and community engagement
- Parents or guardians with a vested interest in program success
- Other stakeholders or advocates from the education, nonprofit, or civic sectors

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