

**Georgia Art Education Association  
Plan of Action and Budget Proposal**

Area of Responsibility: \_\_\_\_\_ Date: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Position/Title: \_\_\_\_\_

**A. Major Goals or Expectations:** (State the major goals or expectations this Plan of Action and Budget Proposal will accomplish based on identified needs. These goals (expectations) should be general and broad in nature.)

**B. Objectives, Procedures and Timeline, Who/When, Cost, and Evaluation:** (For each stated goal, specify a measurable objective for accomplishing the goal. Each objective should be stated in terms of desired changes, activities, etc., which, if accomplished, will result in goal attainment. For each objective relate what are deemed to be the most appropriate procedures or activities to accomplish each objective. Procedures may include use of other resources [people, materials, and etc.] and establish a timeline for meeting the objective. State who will complete the task or supervise the activity and when the task will take place or be completed if it is known. Determine the cost of the activity (be realistic). Explain briefly how you will evaluate to what degree the objective has been met. This evaluation will be submitted as part of the end of the year summary report for your plan of action.

Objectives	Procedures and Timeline	Who/When	Cost	Evaluation Procedures

**Georgia Art Education Association**  
**Plan of Action and Budget Proposal Annual Summary Report**

Program Area: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_  
Person Responsible: \_\_\_\_\_ Title: \_\_\_\_\_

Summary of activities completed: (Please relate this to your Plan of Action and Budget Proposal and include your evaluation results.)

Recommendations/Suggestions for Future Reference

Signature: \_\_\_\_\_ Date: \_\_\_\_\_