

Center Meeting Planning Sheet

(Hot Sheet)

CF/P-3 Revised 12/06

(optional)

The Center Meeting Planning Sheet is used for delegating responsibilities for the Center Committee Meeting.

The Center Committee Meeting Planning Sheet should be completed at the time of the agenda meeting.

The person responsible for each item on the Center Meeting Planning Sheet is agreed upon by staff and those in attendance at the agenda meeting; their name is written in the “Person(s) Responsible” column.

A copy of the center meeting planning sheet should be distributed to all those responsible for tasks.

The planning sheet is posted with the agenda. After the Center Committee Meeting, the form is to be filed with the minutes in the Center Committee binder.