

GROUP TASKS (COMPLETED SAMPLE)

Mission: Louisville Family Support Group believes strong families are the foundation of the community and is committed to strengthening families by providing a network of support to transracially adopted children, their siblings, and parents.

Activity: Hold first of the monthly support group meetings (scheduled for November 15)

Tasks	Person(s) Responsible	Begin Date	End Date	Outcome
1. Find a location for the group meeting	William Smith	September 1	October 15	Find a free, centrally located comfortable meeting space with child care area.
2. Publicize the first meeting	Tanya Chang	October 1	October 15	Design, post, and mail flyer with pertinent meeting information throughout adoptive community.
3. Arrange for refreshments	Lana Jackson	September 1	November 15	Secure donated refreshments.
4. Arrange for child care for the meeting	Kim Lansing	September 1	November 10	Hire or find adult volunteers to provide child care.
5. Plan content and facilitate the first meeting	Carolyn Stevens & Ron Woodrow	September 1	November 1—planning November 15—facilitating	Plan an icebreaker activity and content for the meeting; decide who will facilitate.