

SMART Goals and Action Plan Worksheet

SMART Goal: We will recruit 30 guys from our balanced man scholarship by August 31, 2016 by having an organized committee, collecting 300 applications, revamping our interview process, and executing a professional finalist banquet.

Task	Person Responsible	Deadline	Status	Notes
Use a sample application to revamp our current application	BMS Chairman	1/1/16		Get this from RD
Select a committee of 12 brothers	VPR	1/15/16		
Have the committee members select 10 brothers to be on the interview committee	BMS Chairman	1/20/16		
Hold bimonthly meeting to ensure we are on task	VPR and BMS Chairman	1/30/16		This will be a repeating task
Have a completed timeline	BMS Committee	2/1/16		This will include dates for events, deadlines for tasks and every task needed to execute the BMS
Use a sample application from HQ to revamp our application	BMS Chairman	2/1/16		
Create an online application make the process more appealing	BMS Chairman	2/1/16		
Send a cover letter and copies of the BMS application to all high schools in the state	BMS Chairman	2/15/16		Use example from HQ
Collect at least 50 names of potential applicants from brothers	BMS Committee	2/20/16		
Make visits to the sorority houses to get names and contact info of outstanding HS seniors	BMS Committee	2/20/16		
Train the interview committee	BMS Chairman	2/20/16		Get RD and volunteers to help
Have every interviewer fill out an evaluation on the applicant they interview	BMS Chairman	Ongoing		
Record all evaluations in google doc spreadsheet	BMS Chairman	Ongoing		
Reserve a space for the banquet	BMS Chairman	3/1/16		
Find a keynote speaker for the banquet	BMS Chairman	3/15/16		Ask the university president