**Setting Goals for Your Advocates Worksheet**

The following worksheet will help you list your advocates and to set individual goals for them. Use the calendar in the second page to keep track of your advocates’ goals! You can even include your advocates while filling out this worksheet.

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| --- | --- | --- | --- | --- |
| **Name of Advocate** | **Role** | **Expectations and Goals** | **Date to Start Outreach** | **Goals to Be Reached By** |
| *Example: Brian Banks* | *In charge of outreach at American University* | *Outreach to 50 students. 15 donations.* | *June 1st* | *June 30th* |
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| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| **15** | **16** | **17** | **18** | **19** | **20** | **21** |
| **22** | **23** | **24** | **25** | **26** | **27** | **28** |
| **29*****Tips**** Include dates for starting outreach and goal completion for each of your advocates.
* Consider breaking down your advocates’ goals into weekly sub-goals.
* Note down dates to review the progress of your advocates, assess successes, and readjust goals if necessary.
 | **30** | **31** |  |  |  |  |