

STEP 5: BUILD THE CORE PLANNING GROUP

STEERING COMMITTEE/PLANNING COUNCIL COMPOSITION WORKSHEET

Representing	Name	Organization Contact Info	Ability to Commit Yes/No
P-12			
Community College			
University			
Local Workforce Agency			
State Workforce Agency			
Staffing Agency			
Chamber Executive			
Chamber President			
Chamber Workforce Staff			
Business			
Business			
Business			
Business			
Local Elected Official			
Local Elected Official			
CBO			
FBO			
Other Community Leader			
Other Community Leader			

CHECK COMPOSITION FOR

	Yes	No
Race/Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>
Business Sectors	<input type="checkbox"/>	<input type="checkbox"/>

Facilitator

Name _____

Contact Information _____

Trained (Yes/No) _____

Core Planning Group Staffing/Leadership

Chair _____

Co-Chair _____

Admin. Asst./Clerical Support _____

% of time from _____ organization

Single Point of Contact/Clearinghouse _____

Logistics

Preferred Meeting Day(s) & Time(s) _____

Preferred Meeting Location(s) _____

Information Sharing Process/

Clearinghouse Function Performed by _____