Program Data Sheet

Name of Event: Parent + Child Ice Cream Social		Pilot Program Revised program X Repeat Program
Date: April 7, 2004	Day of Week: Wednesday	Time: 4-530pm
Location: ?	Information Phone #: 3954	Price: Ø
Program Coordinator: Donna Ballance		
Phone #: V 3954	Fax #: 3786	e-mail Address: ballancd@monroe.Army.mil
Purpose of the Event: To provide family/staff time in honor of month of the Military Child.		
Indicator/Measure of Success: 90% Participation.		
After Action Report (AAR) Comments from Prior Event(s)		

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
SAS	Publicity	3954	3786	ballancd@monroe	e-zine/flyer
	Equipment				
	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
	Set-up / Clean-up				
	Other				

Location undetermined Contingent upon delivery of modular building

After Action Report

Financial Analysis		
Sales:		Notes:
Other Revenues:	0.00	Event occured during regularly scheduled hours of employees
Labor:	0.00	
Other Expenses:	150.00	Ice Cream + Toppings
NIBD:	-150.00	

Program Analysis	
Attendance:	
Indicator/Measure of Success:	90% attendance - successful
Elements to Change:	None
Elements to Eliminate:	None
Elements to Add:	None.
Other Comments:	Shae Englin was able to get USBA to sponsor this event. They provided snacks (goodie bags) + Spiderman visit (Approx 200$ value). Try to do the same next year.

Month of the Military Child is an annual event.
Will request donations ~~to~~ from Moms Club, etc.