

PAN TEEN CLUB

Committee
August 25, 2007

Teens Away Co-chair

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(needs to be more than one person)

- Finds out what type of activities the teens would like to do or participate in, out in the Community.
- Schedule activities.
- Send out announcements, reminders and Teens Away schedules via Internet and at the other Teen Club meetings.
- Keeps track of who is attending an activity when a minimum number of participants is required.
- Sends out reminders.
- Maintain records and sign in sheets for each event.
- Maintain a data base of information on activities and sites Teens Club has gone to and how the teens felt about that experience.
- Sends out reminders.
- Answers questions about events.
- Coordinates with our Facilitator and other Co-chairs.

Currently Away activities are planned out through the end of October. May, November and December are always Away months, because of holidays at the end of the month which conflict with Teen Club in Portland.

Equipment:

Currently none.