



## Tips for planning a BAM activity

- **Keep it simple.** Given that your volunteers may have little or no experience in setting up or supporting an activity, ensure that they are kept simple and instructions are provided.
- **Activities should be fun, and have a benefit.** There is little point running an activity which is fun but has no clear outcomes, or vice versa.
- **Repeatable activities.** To save time and to build on what you did the year before, consider setting up activities that are repeatable and can be built on year after year.
- **SMART activities.** Specific, Measurable, Achievable, Relevant, and Time-bound. Better to be modest and successful than over ambitious and fail.
- **Celebrate!** Make sure you promote your planned activity and then celebrate the results! Consider using your local press, websites, and social media to celebrate your efforts and the outcomes.

## A general guide to planning your BAM activity

<b>Stage 1</b>	Assemble your team and decide on the event(s) or action(s) you wish to run. Ideally it will be fun and have positive outcomes.
<b>Stage 2</b>	Decide on the <b>activity or event</b> . Refer to the BAM Handbook for ideas, which could include improving recycling at your centre, a day of conservation work, encourage others to conserve energy in their homes, organising a Great Get Together or a litter pick.
<b>Stage 3</b>	Before finalising the date, coordinate amongst friends, possible participants and your Buddhist Centre (if relevant), to ensure it does not conflict with other events (and to put it on people's radars!)
<b>Stage 4</b>	Seek out <b>help</b> and <b>support</b> if relevant (e.g., local council can support you on a litter pick by providing materials and removing the collected litter; this needs to be coordinated in advance)
<b>Stage 5</b>	Work out what it will <b>cost</b> to run (if anything other than volunteer time) and decide who to approach for the money e.g. treasurer, council or local businesses
<b>Stage 6</b>	Decide on <b>date</b> and spread the word: ensure it is in all relevant calendars, including friends', Buddhist centre brochure and website (if appropriate); create and distribute posters, create an event on Facebook and share
<b>Stage 7</b>	Decide <b>who</b> will take on different tasks, if relevant
<b>Stage 8</b>	Decide <b>when</b> the tasks need to be completed, identify a number of key dates leading up to the event itself
<b>Stage 9</b>	If you are <b>running a big event</b> ensure that you have done the necessary <b>health and safety</b> checks, carried out a risk assessment, and ensured that there is adequate Public Liability Insurance in place to cover in case of accidents (essential).
<b>Stage 10</b>	<b>Promote and celebrate</b> your activity - locally, nationally, wherever! Share your experiences to FB ( <a href="https://www.facebook.com/groups/BuddhistActionMonth">www.facebook.com/groups/BuddhistActionMonth</a> ) and on Twitter ( <a href="https://twitter.com/BuddhistActionMonth">#BuddhistActionMonth</a> ).



Feel free to use this outline to guide your planning process

<b>Activity:</b> <i>(a sentence about your activity)</i>				
<b>Outcomes – what do you want to achieve from your activity</b> <i>(e.g. why are you doing this?)</i>				
<b>Actions:</b> <i>(what actions are needed to make your activity happen?)</i>	<b>Who</b> <i>(will carry out the action?)</i>	<b>By when</b> <i>(key dates)</i>	<b>Progress so far</b>	<b>Notes</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
<b>How are you going to promote your activity at the start and celebrate the achievements at the end?</b>				

***Please note/ keep in mind:***

*Raising money to fund an activity is the responsibility of the organisers. Health and safety are the responsibility of the organisation/ group.*

*Insurance. Most organisations such as places of worship and schools carry liability insurance as do most charities where people volunteer. Make sure that your project is insured and that your volunteers are insured at all times.*