

## CHAPEL PROGRAM PLAN

FY: \_\_\_\_\_

Garrison: \_\_\_\_\_

### SECTION 1: PROGRAM DESCRIPTION

Program Title: \_\_\_\_\_

Description: \_\_\_\_\_

Curriculum Resources: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Projected #: \_\_\_ volunteers \_\_\_ participants \_\_\_ participants (17 & under) Total = \_\_\_\_\_

Planning events associated with the program: # \_\_\_ IPRs / Dates \_\_\_\_\_

# \_\_\_ Info Meetings / Dates \_\_\_\_\_

# \_\_\_ Other / Dates \_\_\_\_\_

### SECTION 2: RESOURCE REQUIREMENTS - All contributed monies must be processed through the CTOF.

*Describe requirements and summarize costs below.*

Transportation: \_\_\_\_\_ \$ \_\_\_\_\_

Accommodation: \_\_\_\_\_ \$ \_\_\_\_\_

Supplies: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL BUDGETED EXPENSES** \$ \_\_\_\_\_

*List anticipated funding sources below. Expenses and Income should balance.*

Parents/Participants \$ \_\_\_\_\_ + CTOF \$ \_\_\_\_\_ **TOTAL INCOME** \$ \_\_\_\_\_

**PRELIMINARY APPROVAL SIGNATURES: Sections 1 & 2 – Due** \_\_\_\_\_

**DRE** \_\_\_\_\_ **Date** \_\_\_\_\_

**Garrison Chaplain** \_\_\_\_\_ **Date** \_\_\_\_\_

**SECTION 3: SECURITY REQUIREMENTS - Confirm and date completion of all items below.**

**Date Complete:** \_\_\_\_\_ Volunteer Background Check Files  
*(All adults travelling with children under 18.)*

**Date Complete:** \_\_\_\_\_ Foreign Travel Documents through Security Office  
*(All participants if program includes travel outside the assigned country.)*

**Date Signed:** \_\_\_\_\_ Risk Assessment Plan

**Date Signed:** \_\_\_\_\_ Force Protection Plan (As required by PSO.)

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**SECTION 4: READ AND SIGN**

This Chapel sponsored/sanctioned event\* requires the completion of a planning document to ensure that all preparation, resource management and security requirements are met well in advance of the program.

As this garrison's Sponsoring Chaplain for \_\_\_\_\_, I understand that this Chapel program plan document must be submitted for signature on the following schedule:

SECTIONS 1&2: Submit for preliminary approval 9 months prior to \_\_\_\_\_ (\_\_\_\_\_).

SECTIONS 1, 2 & 3: Submit final approval 6 months prior to \_\_\_\_\_ (\_\_\_\_\_).

Final approval packet must include the signed Risk Assessment Plan, the signed Force Protection Plan and any other supporting documents such as confirmation of transportation and accommodation.

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**Sponsoring Chaplain Signature & Date**

**\* If an event/program involves Chaplain leadership, is advertised through Chapel sources and/or is funded in any way by the Chapel, then it is a sanctioned/sponsored event.**

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**FINAL APPROVAL SIGNATURES: Section 3 – Due** \_\_\_\_\_

**DRE** \_\_\_\_\_ **Date** \_\_\_\_\_

**Garrison Chaplain** \_\_\_\_\_ **Date** \_\_\_\_\_

