

Digital Leadership Initiative - Action Plan Worksheet

Presented by Leadhawk Learning

Complete the sections below to organize and present your leadership proposal idea.

1. Student / Group Information

Example: Student name, club, team, or leadership group

2. School / Organization

Example: Central High School, Student Council, Football Team, Youth Group

3. Proposal Title

Example: Positive Digital Culture Week or Student Leadership Campaign

4. Purpose of the Proposal

Explain what leadership idea or positive change you want to support

5. Proposed Leadership Initiative

Describe the activity, event, campaign, presentation, or initiative

6. Target Audience

Example: Students, athletes, grade levels, clubs, or school community

7. Participation Plan (Who will participate and How many people will be reached?)

Explain how students or groups will participate or get involved

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8. Support Requested

Example: Meeting space, announcement support, advisor guidance, or approval

9. Expected Positive Impact & Outcomes

Describe how this could improve leadership, awareness, or digital culture

10. Success Measurement

How will success be measured?

11. Timeline or Proposed Date

Example: Fall semester, leadership week, monthly meetings, or event date

12. Additional Notes

Add any extra ideas, goals, or important information

13. Submitted by

Name of individual submitting proposal

14. Date Submitted

Enter submission proposal date

15. Advisor / Organization Contact (Optional)

Example: Coach Smith, Student Council Advisor, Youth Leader, or Organization Contact