AFTER ACTION REPORT

TO: Pam Beasley, Natalie Ruffin

FROM: Craig Melton

DATE: December 22, 2011

RE: After Action Report of REACH program

* Purpose
  + **What did we set out to do?**

REACH offer healthy choices for expanding creativity, learning new skills, having fun with friends and being physically active and fit. The program is structured to be beneficial for students and convenient for parents, the program challenges students to REACH for something more.

* + **What was supposed to happen?**

Through a cooperative partnership with Shelby County Schools, Germantown Parks and Recreation will present highly interactive classes and engaging activities following school hours at Farmington, Dogwood, and Riverdale elementary schools in the spring and fall.

* + **Is there a process or procedure in place for this activity?**

Yes.

* Executive Summary
  + **What actually happened?**

The program was offered as planned. Participation ranged from 23 at Riverdale to 61 at Farmington.

* + **What worked well that needs to be sustained?**

The program in general was a success. We need to do all we can to maintain quality instructors and exciting options for the participants.

* + **What did not work well and needs to be changed?**

The pick-up procedures can be improved, especially on rainy days when the programs were forced to move indoors.

* Lessons Learned
  + **What can we do better next time?**

We can do a better job communicating to instructors our expectations of the program. We also need to create a more effective pick-up procedure for the close of the program each day. Through surveys it has been suggested that we lengthen or increase the program offerings. We should continue to search for new programs/instructors in an effort to keep the program moving forward.