

Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division \_\_\_\_

CLUB PLANNING TEMPLATE

What are my goals?

**Do a club assessment first**

Before sitting down with your board members to craft this year’s goals, have a good review of your club first. Do a strengths and weaknesses list.

|  |  |
| --- | --- |
| STRENGTHS | WEAKNESSES |
|  |  |
|  |  |
|  |  |
|  |  |

**The Kiwanis I-Plan**

The I-Plan is a goal-setting model that will help you focus on four key areas

|  |  |
| --- | --- |
| INSPIRE | Think about growth and retention goals |
| IMPACT | Think about service projects and SLPs |
| IMAGE | Think about getting Kiwanis more well known |
| INVEST | Think about improving your club account balances |

Here is an example:

|  |  |
| --- | --- |
| INSPIRE | Recruit 7 new members this year. |
| IMPACT | 4 service projects this year. Open one K Kids Club |
| IMAGE | A monthly club newsletter sent to community groups |
| INVEST | Raise RM5000 for admin and RM40000 for service account |

**Write your club goals here. Not too many. Just 4 or 5 is alright.**

|  |  |
| --- | --- |
| INSPIRE |  |
| IMPACT |  |
| IMAGE |  |
| INVEST |  |

|  |  |
| --- | --- |
| Service Chair’s name: | Email:  HP: |
| Membership Chair’s name: | Email:  HP: |
| PR and Social Media Chair’s name: | Email  HP: |
| SLP Chair’s name(if any): | Email:  HP: |



The Club Calendar of Events

Are you weary of calling and following-up your members to remind them about meetings and events?

Failing to plan is planning to fail. Have a planning meeting before the start of the year and one of the important items in the agenda ought to be the club’s calendar of events.

If important events and meetings are put into the club calendar, it would be more likely to happen.

Here is a simplified example. In your actual club calendar, put in the dates and times of events.

|  |  |  |  |
| --- | --- | --- | --- |
| SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER |
| Attend DCON  Club planning meet | 1st Div Council meet  Club BOD meet | Installation Dinner  Club BOD meet | Charity Christmas  Club BOD meet |
| JANUARY | FEBRUARY | MARCH | APRIL |
| 2nd Div Council meet  Club BOD meet | Youth Leader Camp  Club BOD meet | ASPAC Con  Club BOD meet | Club AGM and dinner  Mid-term meet |
| MAY | JUNE | JULY | AUGUST |
| 3rd Div Council meet  Charity golf fundraiser  Club BOD meet | Splashmania Project  Club BOD meet | PST Education  Division fellowship dinner  Club BOD meet | 4th Div Council meet  Notice of dues  Club BOD meet |
| SEPTEMBER |  |  |  |
| Attend DCON  Club planning meet |  |  |  |

Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division \_\_\_\_\_\_

Club Calendar of Events

Specify the dates of the meetings and events.

|  |  |  |  |
| --- | --- | --- | --- |
| September | October | November | December |
|  |  |  |  |
| January | February | March | April |
|  |  |  |  |
| May | June | July | August |
|  |  |  |  |
| September |  |  |  |
|  |  |  |  |