

## COMMUNITY NEEDS ASSESSMENT:

1. Establish Club Committee
  - a. Identify Members who can interview others comfortably
  - b. Identify Members who will tabulate results of interviews
  - c. Find Members with Contacts in associations or organizations within the area.
2. Types of organizations to Contact
  - a. Schools – Both Public & Private. Home School Association
  - b. Social Services
  - c. Boy and Girl Scouts, Girl Guides, Boys and Girls Clubs, Big Brothers, Big Sisters
  - d. Red cross, Fire Department Police Department, Parks & Recreation Department, etc...
3. Establish Meetings & Interviews to define needs
  - a. Questions for Organizations and Associations
    1. What current programs is your organization conducting?
    2. Have any programs have been canceled due to lack of funding?
    3. Are there any future programs that are not being conducted and why?
    4. Are there any children that are not participating in your programs due to financial considerations?
    5. What other groups have you approached for this?
  - b. Questions for Individuals
    1. What areas do you think are the most critical for local young people that are not being adequately met?
    2. What are your suggestions as to how those needs can be met?
    3. Do you see any duplication of efforts from other organizations in the area?
    4. How can groups work together to avoid duplication or coordinate joint efforts?
    5. Do you feel that members of this community are aware of services offered for the local youth?
    6. How can this type of information be more effectively communicated?
    7. What other fundraising sources have you or will you explore for this request?
4. Analysis of Results
5. Determine level of support needed
  - a. Identify and avoid overlap funding from several different sources
  - a. Determine the time requirements involved

- b. Is there a space issue and determine how it can be met.
  - c. Is there a financial need and how can it be met?
  - d. Is there professional support needed and can it be provided?
  - e. Can support efforts be coordinated among other organizations as well as ours?
6. Survey Members level of interest
- a. Conduct Member Interest Survey and tabulate results
  - b. Does need fit within Member's Interest based on tabulated results
  - c. Recommended action to be taken by the Board of Directors based on survey results
7. Implement Action Plan