

Council Service Program Planning Check Sheet

Grand Knights, Council Officers and Service Program Chairmen meet before September each year and use this check sheet as a guide to help evaluate their current Service Programs, decide on improvements for the upcoming Fraternal Year and develop a Level 1 Service Program Plan. The meeting should be scheduled for 2 hours max. If the council decides to make changes to their Service Programs, ensure the actions are clearly understood and assigned to the appropriate Chairman or Officer.

1. Is your council conducting Service Programs in every one of the 5 Service Program Categories? (Church, Community, Council, Family and Youth)

(Yes) (No)

** If the answer is yes – go to Question 5*

2. Circle the Category(s) are missing from your Service Programs?

(Church) (Community) (Council) (Family) (Youth)

3. For each of the circled categories, write down (*on a separate sheet*) the most significant issue facing your local church, community, council, families and youth.
4. Consider running an event or establishing a local program that will address, partially address or help mitigate each issue. If not possible to address all of the Service Program areas this year, start with one and build your Service Programs in the coming years.
5. For each of the categories in which you currently have a Service Program in place, write down the program(s) or event(s) in the first column and in the next column write down the most significant issue facing your local church, community, council, families and youth respectively. (*Use a separate sheet if you need more space*)

The Church Program(s) or Event(s) we ran last year or are running this year.	The most significant issue facing our local church today.
The Community Program(s) or Event(s) we ran last year or are running this year.	The most significant issue facing our local community today.
The Council Program(s) or Event(s) we ran last year or are running this year.	The most significant issue facing our local council today.

The Family Program(s) or Event(s) we ran last year or are running this year.	The most significant issue facing our local families today.
The Youth Program(s) or Event(s) we ran last year or are running this year.	The most significant issue facing our local youth today.

6. How do the above two columns align? Does your Service Program address, partially address or help mitigate the most significant issue identified in each of the categories?

Church	(Yes)	(No)
Community	(Yes)	(No)
Council	(Yes)	(No)
Family	(Yes)	(No)
Youth	(Yes)	(No)

7. For Each category circles (Yes) – Ask yourself are there any ways you can improve these programs, get more of your members involved, enlist the support of your parish or communicate your successes better? If so, write the ways to improve down and consider making those improvements in the upcoming fraternal year.
8. For each category marked (No) – consider revising your program to more closely align your council’s service program (events, etc) to the local needs. Seek support from your members and the local parish to put on an event or program to help address the local need in the upcoming fraternal year.
9. Timing is Important – use a calendar to identify the dates of your upcoming events for the fraternal year and:
- A. See if your events are crowded together too much (i.e. December?, May?) Can you spread things out a bit more?
 - B. At the first DD meeting each year, exchange your calendars with the other councils in your district to ensure your events (especially those where you are looking for support from other councils) do not conflict with one another if possible. A District Fraternal Calendar works well. (*See EDRC for a sample District Calendar and a template for the next Fraternal year*).
10. Communication is Important – How well does your council communicate your successes to your local Parish? Community? Council? District? State? Supreme? Do you recognize your volunteers; Do you have a reports chairman in your council; Do you have a council bulletin; Phone Committee? If not, consider assigning the missing tasks to some of your members and fill in the gaps.
11. Using a calendar create a Level 1 Plan that shows the name of the event or program, the dates and the chairman – complete and communicate the plan before September 1.