



PLANNING GUIDE FOR CHAPTERS

Chapter's Name

President's Name

Chapter's Mailing Address

A. Define the Objective of Your Chapter

B. Individual Development Programming

1. Describe procedures used to determine your members' self-improvement needs and identify those needs in relation to the Individual Development Major Emphasis Areas (MEAs) listed below.
 - a. Leadership Development
 - b. Family Life/Spiritual Development
 - c. Personal Skills
2. Prioritize the above (MEAs) and establish priorities for each based on the desires and interests of the members, considering available resources.
3. Set specific and identifiable goals for each priority within the prioritized MEAs.
4. Select the best programs/projects to achieve the goals.
5. Show how you monitored and evaluated priorities, goals and projects; include periodic results.
6. Show how you evaluated annual progress; include results.

C. Community Development Programming

1. Describe procedures used to determine problems in your community and identify these problems in relation to the Community Development MEAs listed below.
 - a. Human Services
 - b. Community Improvement
 - c. Government Involvement
 - d. Community Fundraising
2. Prioritize the above MEAs and establish priorities for each based on the desires and interests of the members, considering available resources.
3. Set specific and identifiable goals for each priority within the prioritized MEAs.
4. Select the best programs/projects to achieve the goals.
5. Show how you monitored and evaluated priorities, goals and projects; include periodic results.
6. Show how you evaluated annual progress; include results.

D. Management Development Programming

1. Describe procedures used to determine chapter's strengths and weaknesses and identify those in relation to the Management Development MEAs listed below.
 - a. Planning
 - b. Training
 - c. Financial Management
 - d. Personnel Management
 - e. Communication
 - f. Public Relations
2. Prioritize the above MEAs and establish priorities for each based on the desires and interests of the members, considering available resources.
3. Set specific and identifiable goals for each priority within the prioritized MEAs.
4. Select the best programs/projects to achieve the goals.
5. Show how you monitored and evaluated priorities, goals and projects; include periodic results.
6. Show how you evaluated annual progress; include results.

E. Membership Development Programming

1. Describe procedures used to determine chapter's strengths and weaknesses and identify those in relation to the Membership Development MEAs listed below.
 - a. Recruitment and Orientation
 - b. Retention
 - c. Affiliations/Chapter Assistance
2. Prioritize the above MEAs and establish priorities for each based on the desires and interests of the members, considering available resources.
3. Set specific and identifiable goals for each priority within the prioritized MEAs.
4. Select the best programs/projects to achieve the goals.
5. Show how you monitored and evaluated priorities, goals and projects; include periodic results.
6. Show how you evaluated annual progress; include results.