

Club Program Guidelines

The Club Program should have:

- Program Name and Theme
- A Flyer with a theme and the # of years for the program

An Objective - Your statement should answer the following questions:

- What is the purpose of the program?
- What community issues will be addressed?
- Be clear and concise.

Program Description - Your description should:

- Include as many details about the program as possible.
- Describe the activities that are included in the proposed program.
- Using action verbs in the club's program description enables the reviewer to visualize your club's implementation of the program or service.

Program Impact - Your impact should include:

- What measurable service was provided or accomplished?
- How did this project make a difference in your community and/or contribute to the skill development of members?
- Describe activities, expenditures, or donations, type of labor, professional or business support.

Club Year: _____ Program Chair: _____

Mandated Programs: (Mark X for the program)

	Think Heart, Think Health		Women's History
	Founders' Day & Scholarships		Vocal Arts

National Projects (Special Programs):

	Get Ready! Stay Ready!		S.A.F.E. Encounters
	Triple the P.I.N.K.		Domestic Violence on Lock Down
	Human Trafficking Awareness		

Program Area - LETS:

	Leadership		Entrepreneurship		Technology
Service (HEED)					
	Health		Education		Economic Development

Program Name: _____

Location: _____

Date / Time: _____ **# of Non-Member Attendees:** _____

Budget Spend: _____

Participating Club Members:

Objective: *(What was the purpose of the program?)*

Impact: *(What community issues were addressed?)*

Partnerships: *(What agencies did you partner with for the program?)*
