

# Energize Your Club - Complete a Club Success Plan!

Last updated August 6, 2019

The Club Success Plan includes all elements necessary to achieve your club's goals: what, how, who and when. Determining in advance what should be done, when and how it will be accomplished and who is responsible for doing it, makes achieving success much easier. To that end, the club executive committee should begin the term with the following agenda:

1. Set specific goals.
2. Establish strategies to achieve the goals.
3. Develop a framework to help carry out the plan and produce results.

## Incentive

The first 75 clubs that send a Club Success Plan to [joel.palachuvattil@district36.org](mailto:joel.palachuvattil@district36.org) by September 30<sup>th</sup> will receive a \$15 gift card. Additionally, all clubs that submit a plan by September 30<sup>th</sup> and achieve Distinguished Status or better for the 2019-2020 year will receive a special bonus.

## Preparing the Plan

Your resources:

- This document
- [Distinguished Club Program and Club Success Plan](#)
- Club Success Plan [Word document]  
(available in the Documents section of the District 36 website)

**First, assess.** What are your member needs? What is your club environment?

Tools you can use

- [Member Interest Survey](#)
- [Club Quality Checklist](#)
- [Moments of Truth](#)

**Next, strategize.** You have received your feedback. What is it telling you?

In your Club Success Plan, start writing:

- Team Composition
- Values
- Team Operating Principles
- Potential Obstacles
- Meeting Protocol
- Team Interaction and Behavioral Norms

Complete the situation analysis for each of the three areas:

- Education: Goals 1 through 6
- Membership: Goals 7 and 8
- Administration: Goals 9 and 10

Formulate your action plans for these areas.

Remember to make your goals SMART:

- Specific
- Measurable
- Action-oriented
- Realistic
- Time-bounded

Email your completed plan to the Program Quality Director.

**During the year, monitor.** At each of your club officer meetings, review your progress. Are you staying true to your values? Are your action plans on schedule?