



# OPTIMIST CLUB COMMUNITY NEEDS ASSESSMENT

## ESTABLISH CLUB COMMITTEE

<b>Establish Committee</b>	Identify Members who can interview others comfortably Identify Members who will tabulate results of interviews Find Members with Contacts in associations or organizations within the area Conduct Community Needs Assessment by Club Members*	<input style="width: 30px; height: 30px;" type="checkbox"/>
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## TYPES OF ORGANIZATIONS TO CONTACT

<b>Schools</b>	Public, Private and Home School Associations	<input style="width: 30px; height: 30px;" type="checkbox"/>
<b>Social Services</b>	Youth in Need, Crises Centers, Food Pantries, etc.	<input style="width: 30px; height: 30px;" type="checkbox"/>
<b>After School Youth Programs</b>	Boy Scouts, Girl Scouts, Girl Guides, Boys and Girls Clubs, Big Brothers, Big Sisters	<input style="width: 30px; height: 30px;" type="checkbox"/>
<b>Public Services</b>	Red Cross, Fire Departments, Police Departments, Parks & Recreation Departments, etc.	<input style="width: 30px; height: 30px;" type="checkbox"/>

## ESTABLISH MEETINGS & INTERVIEWS TO DEFINE NEEDS

<b>Questions for Organizations &amp; Associations</b>	<ol style="list-style-type: none"> <li>1. What current programs are your organization conducting?</li> <li>2. Have any programs have been canceled due to lack of funding?</li> <li>3. Are there any future programs that are not being conducted and why?</li> <li>4. Are there any children that are not participating in your programs due to financial considerations?</li> <li>5. What other groups have you approached for this?</li> </ol>	<input style="width: 30px; height: 30px;" type="checkbox"/>
<b>Questions for Individuals</b>	<ol style="list-style-type: none"> <li>1. What areas do you think are the most critical for local young people that are not being adequately met?</li> <li>2. What are your suggestion sas to how those needs can be met?</li> <li>3. Do you seeanyduplicationof efforts from other organizations in the area?</li> <li>4. How can groups work together to avoid duplicationor coordinate joint efforts?</li> <li>5. Do you feel that members of this community are aware of services offered for the local youth?</li> <li>6. How can this type of information be more effectively communicated?</li> <li>7. What other fundraising sources have you or will you explore for this request?</li> </ol>	<input style="width: 30px; height: 30px;" type="checkbox"/>

## ANALYSIS OF RESULTS

<b>Consolidate all Committee Members' Information</b>	Prepare Report for presentation to Club Board of Directors	<input style="width: 30px; height: 30px;" type="checkbox"/>
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## DETERMINE LEVEL OF SUPPORT NEEDED

<b>Identify and Avoid Overlap Funding from Several Different Sources</b>	<ol style="list-style-type: none"> <li>1. Determine the time requirements involved.</li> <li>2. Determine if there a space issue and determine how it can be met</li> <li>3. Is there a financial need and how can it be met?</li> <li>4. Is there professional support needed and can it be provided?</li> <li>5. Can support efforts be coordinated among other organizations as well as ours?</li> </ol>	<input style="width: 30px; height: 30px;" type="checkbox"/>
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## SURVEY CLUB MEMBERS

<b>Conduct Member Interest Survey and Tabulate Results</b>	<ol style="list-style-type: none"> <li>1. Does need fit within Members' interests based on tabulated results?</li> <li>2. Recommend action to be taken by the Board of Directors based on survey results</li> </ol>	<input style="width: 30px; height: 30px;" type="checkbox"/>
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## IMPLEMENT ACTION PLAN