

## **PLANNING GUIDE FOR “SUCCESS”**

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**State General Program Director**

The ideas below can be used as a guide when you are planning your yearly plan of council activities. Effective planning would include a plan of activities for each month of the year as well as how these activities will be implemented. Effective planning would also include long term planning such as a five year plan. The plan would not only include activities, but it would also include the goals that the council plans to accomplish. Councils would also include a plan of officers who would move up to take positions such as Grand Knight and Deputy Grand Knight so that continuity continues.

- S**      - Select Directors –May, June
  - Appoint your membership director, program director, activity directors for each area of the program, and a lecturer.
- U**      -Utilize as many resources and ideas in your planning as possible.(July, August)
  - assess your present council programs
  - ideas from all directors
  - Surge with Service manual
  - Grand Knight’s checklist
  - Council Program Yearly Planing Guide-available on the State website-@ [www.kofcsask.com](http://www.kofcsask.com)
  - ideas of projects that individual members want to do
  - members’ interest survey
  - knowledge of your parish and community
  - parish priest’s requests
- C**      - Council Plan Implementation
  - approve at your August council meeting
  - order supplies
  - select project chairmen
  - provide sign-up sheet
  - make all necessary arrangements
  - delegate responsibility
- C**      -Communicate yearly plan and projects
  - upcoming projects in newsletter, parish bulletin
  - names of project leaders and helpers in newsletters and church bulletin
  - reports at each council meeting about upcoming projects

- brief report on completed projects
- thank helpers at council meetings and in newsletters
- photos of projects on church bulletin board and State web-site
- Community newspaper write-ups

**E -Effectiveness**

- programs meet member's needs
- programs meet parish and community needs
- involvement of entire membership
- evaluation is an on-going process
- recruitment is easy because prospective knights want to join

**S -Show Appreciation**

- use a variety of ways to thank your members –names in newsletters, certificates, k of c gift items, etc.

**S -Send In Your Monthly Evaluation Reports**

- send your monthly reports by the 11 of each month to:  
State General Program Director @ [kofc.sask.sgpd@sasktel.net](mailto:kofc.sask.sgpd@sasktel.net)
- send a copy to your D.D. and council file

**The ideas mentioned are only guidelines that you may use to help you. If your council has other ideas that are working in your community, please use them as part of your planning process.**