

Goal Setting Fact Sheet

Definitions

Mission: Communicates what an organization does and whom it serves

Vision: Describes what an organization wants to accomplish in the future

Characteristics of Goals

- Written
- Concrete
- Specific
- Measurable
- Achievable
- Visualized
- Timely
- Manageable
- Reviewed regularly
- Rewarding

Establishing Club Goals

1. Identify a goal-setting planning group – Involve club members, adult leaders, non-leader parents, community leaders, people of different ages, people with diverse backgrounds
2. Identify methods to gather input – One large-group meeting, a series of small meetings, and/or survey
3. Hold a club goal-setting meeting – Summarize ideas generated into four categories: club programs and activities; county programs and activities; project education; fun things to do
4. Set club goals – Choose a program/activity and define an accompanying goal
5. Present the goals to the club – Seek approval from the club for the plan presented; make revisions as necessary
6. Make an action plan – List roles needed to complete the plan; identify adult roles needed
7. Carry out the plan – Appoint leadership; follow up to check on progress; include on meeting agenda; provide necessary resources
8. Evaluate the plan – Compare the goals to the accomplishments realized soon after each event has occurred; involve those who helped to set the goals.

