

tivities of a Rotary club should be regarded, however, chiefly as laboratory experiments designed to train *individual* members in service.

Community Service Work Varies

Community needs and agencies naturally differ in different communities. The following pages, therefore, will offer only suggestions of a general nature. Details will, of course, depend upon the local situation.

A proper understanding of the foregoing basic principles and of the following suggestions as to application will enable a Rotary club, especially a newly organized club, to avoid rushing into community undertakings before sufficient attention has been given to the fundamental purposes for which Rotary clubs are organized and to the community service agencies which already exist.

"Plan Your Work and Work Your Plan"

The most helpful principle to be observed by the community service committee is to avoid ineffective work. This can best be done by planning.

Following its appointment, the community service committee should prepare for presentation to the aims and objects committee of the club some definite plan of community service activities in which individual members may participate. As steps to take in constructing such a plan, the following outline is suggested:

1. Ascertain the need.
2. Determine what should be done to meet the need.
3. Decide who should do the job.
4. Discover who will finance the job.
5. Plan when the job should be done.

Step 1. Ascertain the Need

The first step in community service planning is, of course, finding out what community conditions require attention. To this end the club meeting may well be used as a forum for intelligent discussion of problems relating to the

community. (Suggestions for community service meetings may be found on page 9.)

The Community Survey

Almost essential in determining the need is the community survey. There are two types of surveys, which, for convenience of discussion, are called "general" surveys and "particular" surveys. The *general* survey scans the *whole field* of community activities and needs, uncovering conditions which seem to require further study. Periodically, perhaps every three to five years, a complete survey should be made in cooperation with other organizations. (See page 10.) In other years the community service committee of the club may be able to make a *general* survey without outside help. The study of *any one* of the conditions which a *general* survey reveals—crippled children work, juvenile delinquency, housing problems, etc.—is called the *particular* survey. This goes deeply into the particular condition and discovers details not visible from the general survey.