

The community survey should reveal what activities are being carried on, as well as those for which there is a need. It should be determined whether those which *are* being carried on are being adequately handled.

Information concerning community service activities may be derived from the personal knowledge of members of the committee or may be obtained by them from club members and other sources.

Naturally, the size of the community, the size of the club, finances, workers available, and similar factors will limit the amount of survey work the club can and need do, but some sort of survey should precede *all* community service work, in order to avoid duplication with other agencies and to get the most effective results.

Step 2. Determine What Should Be Done to Meet the Need

One of the ways to determine what should be done to meet those needs which have been uncovered by community surveys is to make a member survey, to ascertain the man power available in the club to help meet the necessities of the community.

The Member Survey

The member survey aids the committee in planning its work, by ascertaining the interest of individual club members in community activities.

The first thought will be that the members of the committee know their fellow members so well that they are thoroughly acquainted with what they may be doing in community service activities. However, clubs which have

made such member surveys have found quietly at work many Rotarians who were not generally known to be active in community service.

Such information is valuable in that it enables the club to learn which members can best advise the club in community work. The data also will be of future value in indicating the qualifications of individual Rotarians for special work, in bringing to light individuals who are (possibly unconsciously) neglecting specific duties and responsibilities, and in providing an opportunity for the community service committee to enlist new recruits for community service work.

After the member survey has been made, the community service committee will wish to determine just what should be done to correct the needs uncovered in "Step 1." A discussion of *what* should be done will lead naturally to the third step, *who* should do it.

Step 3. Decide Who Should Do the Job

The *general* survey has revealed the needs within the community; the *particular* survey has selected and investigated these needs which should receive preferred or immediate attention; and the *member* survey has disclosed what man power is available within the Rotary club. The next decision is whether the need should be filled by some member of the club, by the club acting as a whole, by some one of the other agencies existing in the community, or by some new agency which might be created for this particular purpose.

In making this decision the committee should bear in mind that each indi-