

5. Prepare Survey Questionnaire

Community or civic work varies as much in different communities as do the agencies for undertaking such work. The object of a community survey is to ascertain the community needs, and to record expression of community opinion as to proposed activities. The council may prepare a brief, simple questionnaire card to go to the membership of the organizations represented. Such a card might include, among other things, the following questions:

1. What should be the first and most important community undertaking to be engaged in?

2. Name additional community needs.

(a) -----

(b) -----

3. Are there local agencies prepared to engage in your suggested community projects? If so, name them.

6. Analyze Returned Questionnaires

Each subcommittee or group of delegates, after a specified time, will collect all the questionnaire cards submitted by the members of its organization and list and classify the returned questionnaires to show preference expressed.

7. Assemble Analyses of Questionnaires

At the end of a stated period, all subcommittees or delegates will submit their returned questionnaire cards to the council, with a copy of the lists referred to in (6) above. (It is advisable to enlist the interest of the local press in the proposed survey and to have a similar questionnaire printed in the local press for a brief period in order to give full opportunity to every citizen of the community to express an opinion. This survey is a community matter; it should be of interest to all the community.)

8. Prepare Survey Report

The returns and cards all in, the council then completes its findings in the form of a community survey report, to go to each member group. The report may also be printed in the local newspapers.

9. Plan for Community Service Activities

If an apparent strong community sentiment develops to undertake the promotion of one or more of the community projects suggested by a majority in the community, a new community organization may be set up to determine ways and means for carrying out the recommendations of the community survey council.

10. Set up New Body for Action

It may be considered desirable to continue the survey council in power as a "project committee," with allied campaigning, supervisory, and finan-