

## Are Your Notebooks “Noteworthy?”

Or are they missing, were never created, falling apart and other wise of no help to your council.

Good notebooks help you refer to your history, plan and improve on past programs, recruit volunteers as you share with them “there is a notebook with all the details” and simply make life simpler for anyone in leadership roles.

A folder with your group name is even handy for members to save prayer handouts, agendas, flyers and other materials you hopefully offer at your meetings.

NCCW is revising the current Guidance and Resource Manual. Does your organization have one? It is worth finding and using the supplements and information in planning your year. You don’t have to completely reinvent the wheel. NCCW has resources already printed that your chairs can use. Your Spirituality Commission Chair needs a copy of Prayers, your Service Commission Chair needs a copy of the programs such as Domestic Violence, that might be used in your planning this year. Your Leadership Chair can help you assemble notebooks with materials such as a copy of the mission statement, Prayer to Our Lady of Good Council and brochures for handouts.

Do you have your Deanery and Diocesan Directory handy, it should be in your notebook!

Refer to the back of this sheet for a sample from the current Guidance and Resource Manual from page 12, Annual Planning form. Do you have something happening most months of the year? The planner, in front of your notebook, will help you stay on track to make sure that upcoming programs are being implemented.

Help your council strengthen by starting with basics...get your notebooks in order!

Susan Tribble and Debbie Donahoo Training Co-Chairs

**Annual Planning Form - Template**

Affiliation: \_\_\_\_\_

Council Year: \_\_\_\_\_

This Year's Theme: \_\_\_\_\_

**Programs:**

September: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

October: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

November: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

December: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

January: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

February: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

March: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

April: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_

May: General Meeting \_\_\_\_\_

Non Meeting Program \_\_\_\_\_