

JRCLS SERVICE AND OUTREACH COMMITTEE

SERVICE CHECKLIST FOR CHAPTER LEADERS

ACTION	TO BE TAKEN BY	CRITICAL DATES	COMMENTS
Appoint service committee chair	Chapter Chair and Board		
Identify and approve a service project	Service and Outreach Committee and Board		Work with the strengths and unique skills of your chapter members. Examples of chapter service can be found at JRCLS.org
Set a date or dates for your project	Service and Outreach Committee and Board		
Identify and appoint project leadership	Service and Outreach Committee and Board		
Determine needs and resources	Service and Outreach Committee		
Plan the project	Service and Outreach Committee		
Complete the project	Chapter members		
Report your experience	Chapter and Service and Outreach Chairs		Report to Area Director