

SETTING GOALS

Goals give direction, establish priorities, and determine how to accomplish and evaluate a task, and they tell the who, what, when, where, and how. Goals should be specific, measurable, attainable, and have an established timeline. There are two types of goals: **Administrative Goals** deal with the running of the organization such as establishing a goal to increase membership by 10%; and **Program Goals** addressing the needs current families and communities have such as organizing a STEM+Families Science Festival.

It is wise to work with the principal and teachers and then survey the community to determine their concerns. If there is no need or no support for a program, it will not succeed no matter how good it may seem. After setting the goals, develop a plan of work and a master calendar of the year's activities.