

Top Tips in brief for your Club Programme for the Club Efficiency Competition (WORTH 45 POINTS IN THE COMPETITION!)

Your Club Programme is a fundamental tool for your club members to communicate what you are holding as a club. It is also very useful for the County Office to have a copy, so that potential new members that contact the office, can have up to date Club Information for the coming weeks.

Content – do you have the following?

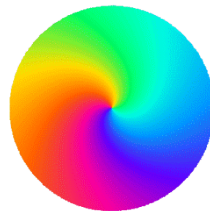
- ✓ Contact Numbers for Club Officers
- ✓ Dates, times, venues and what is happening on weekly basis?
- ✓ A” TBC” is NOT GOOD!
- ✓ Photos – up to date from your current year – it is not good to keep old photos on there as current members like to see themselves in print!
- ✓ The County Contact details – website, office opening hours, who to contact, email address
- ✓ If you have enough room, witty banter, a few lines about your club or some amusing stories or jokes is always good

Variety – are you doing the following?

- ✓ A mix of weekly activities?
- ✓ Something different?
- ✓ Catering for all your age ranges?
- ✓ Being responsible with the age range you have?
- ✓ Going to that little bit more effort with putting on your weekly events?

Presentation – Is your programme?

- ✓ Colourful?
- ✓ Readable font? Think Dyslexia friendly/colour blind
- ✓ A good layout that is easy to follow?
- ✓ Printed clearly?
- ✓ A handy size to pin on a notice board?



Other snippets!

- Give full details in your programme; don't assume everyone knows where the “Smith Household” or “Park Farm” is! Read your programme as if you were a complete newcomer to the club and it may help you see what needs to be changed in order to improve this service you give to your members.
- Finally, a CLUB PROGRAMME, printed, is an essential element of running a Safe Club. Do NOT rely solely on social media or text messaging to let your members know what is coming up!
- Any last minute changes – include the Club Efficiency Judges and County Office on your update system so that everyone knows the latest!

TOP TIP! Keep an eye on the YFC County Calendar on the website for the most up to date details of times, venues etc. Add it to your programme when possible!

Where should we send our Club Programmes and how?

- 1) A hard copy should be posted to each Club Efficiency Judge
- 2) A hard copy should be posted to the County Office (Email is acceptable if it is in a printable format) countyoffice@staffsyoungfarmers.org.uk
- 3) Make sure your members get a copy
- 4) Send a copy to your Club President, Vice Presidents and Advisory Committee – keep them informed on what the club is up to.

