

## **Planning Your CFM Year**

### **GROUP EVENT COORDINATION**

#### **Delegate**

In planning your group's event, remember to delegate! Your group will grow stronger as your members invest themselves in group events. If an event has been done before, call upon the previous coordinators. If each family plans one social event or service project, your group will probably be more active than last year, and you won't be burnt out. Of course, some people will drop the ball – but new leaders are being formed with every success. Give it a try!

#### **Sign Up**

Have a sign up sheet and list of social and service event ideas available at your kick-off or first meeting. Ask each family to sign up to coordinate an event or project.

#### **Checklist for Planners**

- Discuss the event with your group for ideas and assistance. Choose a date!
- Plan what you will need. Ask group members for assistance.
- Reserve the venue you will be using i.e. parish hall, skating rink, picnic pavilion, etc. well ahead of time, some have lead times of 6 months or more.
- Advertise in the parish bulletin if appropriate.
- Send email reminders or make phone calls to group members to make your event a success.
- Take pictures.
- Afterward, write up for ACT newsletter.
- Consider writing a “how-to” with pertinent information for next year's event planner.

## Social Event / Service Project Planning

Please sign up to plan one event or project this year.

October Social \_\_\_\_\_

October Service \_\_\_\_\_

November Service \_\_\_\_\_

December Social \_\_\_\_\_

December Service \_\_\_\_\_

January Service \_\_\_\_\_

February Service \_\_\_\_\_

March Seder Meal \_\_\_\_\_

April Service \_\_\_\_\_

May Social \_\_\_\_\_

Ongoing -- Catholic Charities Meal Coordinator \_\_\_\_\_

(Manage the group schedule and send monthly reminder to each family when it is their turn to make the bagged lunches for the homeless.)

### Ideas

#### Service

Fall Leaf Raking  
Food sorting at Food Pantry  
Christmas Stockings for Needy Children  
Toiletry bags for Juvenile Center  
Family Game Night at Women & Children's shelter  
Christmas Caroling at Retirement Home  
Christmas Cards for parish homebound  
Letters to Servicemen & women or Seminarians  
Neighborhood Clean up  
Bagged lunches for the homeless shelter  
Painting/Repair Project

#### Social

Halloween Bowling/All Saints Costume Party  
Bonfire / Hayride  
Christmas Caroling / Las Posadas  
Ice Skating / Roller Skating  
Family Variety Show  
Easter Egg Hunt  
Christian Seder Meal  
Camping/Day at the Lake  
Family Field Day/ Board Game Night

Feel free to come up with your own ideas 😊