

_____ **Chapter Annual Plan for** _____
 (year) (Chapter name)

Staff Partner: _____

Section A: Key successes and achievements this past year within the 4 key areas of focus:											
Raising Funds to invest in research, patient programs, advocacy and awareness			Community Engagement to increase awareness and involvement at the local level			Growing Volunteer Base to increase capacity and ensure long-term sustainability			Patient Program Delivery to improve the lives of people living with Crohn's and colitis		
Section B: Organizational Priorities:											
Raising Funds			Community Engagement			Growing Volunteer Base			Patient Program Delivery		
Organizational Priorities: <ul style="list-style-type: none"> • Gutsy Walk • Chapter fundraising events (ie Events-in-a-box) • More outreach to diverse communities through events, sponsorship, donations, etc. 			Organizational Priorities: <ul style="list-style-type: none"> • Hosting Information Nights/Open House events • Outreach via social media • Make Chapter meetings more welcoming/social 			Organizational Priorities: <ul style="list-style-type: none"> • Attend local volunteer fairs, post locally • Use training and tools on Volunteer Tools pg (orientation, position descriptions, webinars) • Mentoring amongst volunteers 			Organizational Priorities: <ul style="list-style-type: none"> • Connect with local GI offices • Chapter networking & informal support • Education events/presentations • Advocacy 		
Section C: How we will support the organizational priorities this coming year through local plans and activities:											
Activity:	Timing:	Outcomes:	Activity:	Timing:	Outcomes:	Activity:	Timing:	Outcomes:	Activity:	Timing:	Outcomes:
Section D: What's needed and who is stepping up:											
Key resources needed:											
Key volunteer leads:											

4 Easy Steps to Complete Your Chapter's Annual Plan:

1. Section A-Recap what happened last year to celebrate your impact & identify areas for growth
 - a. What went well?
 - b. Where were there gaps?
2. Section B- Review the organizational priorities for all 4 pillars and see where there's overlap between key organizational priorities and the conversations held based on the above bullet points so you're focusing on the activities that make sense locally AND support the organization's forward movement nationally
3. Section C- Get specific! Nail down exactly what you want to achieve in each pillar. What are the:
 - a. Activity/ies you want to undertake? ie. start a new fundraiser
 - b. Timing: when? ie start a new fundraiser in the fall
 - c. Outcomes? ie start a new fundraiser in the fall that will net approx. \$2,500.00 profit and will put our Chapter in front of a new audience of people who don't know us
4. Section D- Identify what you need for success:
 - a. Before pressing "go" make sure you're liaising with your local staff partner (Development Coordinator) who can provide helpful input like whether there is an 'event-in-a-box' guide with tools for the fundraiser you're looking to host, or what kind of marketing support Crohn's and Colitis Canada can offer
 - b. Be clear on who is doing what. Which volunteers are committing to lead this activity? What role are you anticipating your staff partner will play? If you have an activity you want to do but don't have volunteers to take it on, could this become your priority activity under the "Growing the Volunteer Base" pillar?

Having open conversations early and often amongst volunteers & staff is a critical step for success. The Annual Chapter Plan puts those conversations down on paper to act as a guide to stay focused on key ways your local Chapter is working in alignment with other Chapters across Canada. Working together on key priorities accelerates our collective impact!