Outline for Social Service Program Development

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Outline for the Development of [Program Name]

1. Introduction

Brief overview of the social issue being addressed.

2. Program Goals and Objectives

- Goal 1: [Describe Goal]
- Goal 2: [Describe Goal]

3. Target Population

Description of the demographics and needs of the target population.

4. Program Activities

Outline the key activities that will be implemented.

5. Resources Required

List the resources needed including staffing, materials, and funding.

6. Evaluation Plan

Describe how the program's success will be measured.

7. Conclusion

Reiterate the importance of the program and call to action for support or collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]