

SAMPLE CLUB MEETING OUTLINE

Date: _____

Time: _____

Location: _____

Meeting called by: *The Movement Presidents*

Type of meeting: *Club Meeting*

Facilitator: *The Movement Presidents*

AGENDA ITEMS:

(These items can be covered during the first meeting. The agenda items discussed in future meetings may look a little different based on your attendance and members.)

1. Introductions

- Introduce yourselves: the Presidents, the sponsor, etc.
- Take attendance
- Do an ice-breaker activity (it can be as simple as everyone saying their name and sharing why they want to care for orphans).

- 2.** Introduce the Movement and purpose of the club
 - Explain what the Movement is (show a video or use website to assist).
 - Give an overview of what the rest of the year may look like. This is your opportunity to cast vision for the future of your club!
- 3.** Introduce the focus of this meeting and dive right into discussing the topic (see the "Curriculum Guide" for the suggested order of topics)
- 4.** Make Announcements:
 - Remind group members to check Facebook, Instagram, emails, etc. for future announcements
 - Remind them of future meetings (provide a calendar or dates for the next meeting)
 - Encourage members to invite their friends
 - Suggest service opportunities in the community for the week
 - Brainstorm ideas for service projects and fundraising ideas
 - Provide a handout with the announcements at each meeting
- 5.** At the first meeting, ask each member to do the following: (consider providing a computer or asking everyone to use their phones):
 - Sign up to "Join a Club" on the Movement website: themovementclub.org/joinaclub

- “Like” the Movement on Facebook:
facebook.com/themovementclub
- Follow the Movement of Twitter:
@themovementclub
- Follow the Movement on Instagram:
@themovementclub

Other tips:

- Have club members sit in a circle during the meetings.
- Make sure each member feels like they are a part of the club, sharing in responsibilities and vision of the club.
- You may need to start 5-10 minutes later than the planned time in order to include everyone, but try to keep your starting time consistent each week.
- Try to end on time - consistency is key!

