

HOW TO RUN A MOVEMENT CLUB MEETING

Checklist



1 Month before Your First Meeting

- Sit down and decide what days your club is going to meet and discuss the days with your sponsor, principal, or whoever else needs to know.
- Decide when and where to have your meeting (Look at 'Tips: When and Where?')
- Contact the Movement Central Office with your final decisions on dates and times.
- Begin advertising about your club and its meeting time (look at 'Tips: How to Advertise')
- Come up with an agenda of what you will be doing at your Movement club meetings (these can be made far in advance) and design your meeting (look at 'Tips: How to Design a Meeting')
- Read through the Movement Handbook. Look at each week as well as the theme for the quarter. Decide how you want to run each meeting.



1 Week before Your Meeting

- Gather all resources needed for the club meeting (i.e. pens, paper, supplies, etc.)
- Double check with guest speakers to make sure they are still planning to speak at your club meeting.
- Make sure everything is setup and working (i.e. check all technological equipment) for your meeting.



After Your Meeting

- Send out an email, text, or social media blast to all of your members to remind them what was said at the meeting (this is important for those who weren't at the meeting.)
- Report your club's attendance and progress for each week under the 'President's Corner' on the Movement Website:
www.themovementclub.org/clubreportform

TIPS FOR RUNNING MOVEMENT MEETINGS:

When and Where?

- Your meeting should last 30 minutes to 1 hour
- Decide how often you want to meet: every other week, once a month, etc.
- Try to keep a consistent meeting place, day, and time (example: the first Thursday of every month from 2:45-3:45 in Room 512)
- Find somewhere comfortable to hold a meeting that is appropriate for your club size (Don't meet in the gym if you have 10 people in your club, but don't meet in the smallest classroom in the school if you have 50 people in your club)
- Snacks are always a great bonus to group dynamics.

HOW TO ADVERTISE

Clearly communicate what The Movement is when you are advertising the first meeting. (Example: Come to the Movement Club to care for orphans!)

Ways to Advertise:

- Tell everyone to invite their friends!
- Pass out fliers
- Make announcements at school
- Hang up posters around school or even around town (always get permission first)

- Spread the word via Instagram, Facebook, Twitter, etc.
- Contact the Movement Central Office to get a notice put up on the Website/ Movement Facebook
- Email or Text people that go to your school about the first meeting
- Make announcements at your church or youth group

Designing a Meeting

- Read the Movement Handbook for a suggested outline for your group's meetings
- Use the "Sample Club Meeting Outline" for a guide to run your meeting (*page 14*)

List of Resources to have at your Movement Meeting

- Sign in sheet
- Summary Sheets: a summary of the meeting for the club members that provides them with reminders of future dates, activities, fundraisers, etc. and a summary of what was said at the previous meeting
- Informational Sheets: a summary of The Movement for students who do not know the mission of the club
- Sign-up sheets: a way for students to commit to a certain task and/or time
- Guest Speakers