

Sample Meeting Agenda

*****Before starting the meeting, have everyone sign in and appoint a timekeeper who will keep each section running on time.*****

0:00-0:10 Host welcome and introduction

- Host of the meeting introduces themselves and welcomes attendees.
- Host shares why (s)he was inspired to organize the house meeting and the purpose of the meeting.

0:10-0:25 Attendee introductions

- Go around the room and ask each person to introduce themselves and share their reason for wanting to serve.

0:25-0:45 Choose a project

- Host introduces three or four project ideas and opens up the room for discussion.
- Discuss what projects will work best in your community.
- Group votes on project choice.

0:45-0:55 Set goals and identify leadership

- Ask which attendees are interested in being volunteer leaders - they should stay after the meeting for 15 minutes and commit to a weekly planning meeting beginning 2-3 months before the service project.
- Ask each attendee to consider personal summer goals and make a realistic but ambitious service commitment.

0:55-1:00 Conclusion

- At the end of the meeting, the group should have:
 - At least one project to commit to.
 - A leadership team.
 - Pledges from each attendee to participate.

1:00-1:15 Leadership team meeting

- Meet with volunteer leaders to set weekly meeting and divide responsibilities.
- Fill out attached worksheets