

# MONTHLY MEETING PLANNING

**DATE OF MEETING:** *Mid-August*

**LOCATION OF MEETING:**

**CIVIC COACH/FACULTY MEMBER SUPERVISING MEETING:**

**MEETING PURPOSE:** Voter Registration Drive

## **ROLES OF OFFICERS**

- **PRESIDE:** President
- **PROGRAM:** VPO
- **DOCUMENT:**
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## **AGENDA**

Opening Procedure (in President's Handbook) and Adoption of the Agenda  
Announcements and Action Items  
Voter Registration Drive Program/Planning  
Draft Semester Schedule  
Closing Procedure  
Adjournment

## **PROGRAM:**

### Voter Registration Drive

- VPO should coordinate with local elections commission to collect any relevant voter registration information for your district
- Link or QR code for CCE Voter Registration Drive should be printed or projected for members, and eligible members should complete registration
- Members should split into groups to plan the following aspects of hosting a Voter Registration Drive in August on your campus for eligible students:
  - Marketing (print materials, social media, announcements)
  - Voter Information (make handouts explaining registration requirements, QR code to register, and voting dates)
  - On Campus Tabling (morning and afternoon, providing opportunity for students to register and ask questions)
- Drive Should Be Hosted in August During CCE Drive for a chance for your club to win

## **MARKETING PLAN**

### **BEFORE (TO CLUB MEMBERS)**

- Make morning announcement, post on social media
- Add to club calendar
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### **AFTER (TO MEDIA, SOCIAL MEDIA, SCHOOL, ETC.)**

- Post "Why I Registered" Videos of Member Testimonies
- Advertise your club's drive dates
- Promote "Be the People" Materials from CCE

