

# MONTHLY MEETING PLANNING

**DATE OF MEETING:** January/February (Spring Kick-Off)

**LOCATION OF MEETING:**

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

**MEETING PURPOSE:** Spring Into Civics

## ROLES OF OFFICERS

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

Opening Procedure (in President's Handbook) and Adoption of the Agenda

Announcements and Action Items

Spring Into Civics

Closing Procedure

Adjournment

## PROGRAM:

Spring Into Civics

- Festive Spring event, celebrating Fall success and growth (JYA/YA Awards, bill passage, etc.)
- Preview Spring Programs (Junior GUNA/GUNA) and Request Nations
- Update Club Contacts & Roster Information with Attendees
- Brainstorm Spring Service Project

Tip: provide music, snacks, etc. and make it a party! Create energy and enthusiasm around the new semester of programs.

## MARKETING PLAN

### BEFORE (TO CLUB MEMBERS)

- Make morning announcement, post on social media re: Spring Kick-Off
- Create display boards and social media posts encouraging students to "Spring Into Civics" and join your club

### AFTER (TO MEDIA, SOCIAL MEDIA, SCHOOL, ETC.)

- Post Spring calendar and membership information
- Add options for joining club to bulletin boards, social media, etc.

