



Class Meeting Expectations* and Suggestions!

- 1) *Get permission from your class advisor to have the meeting.
- 2) *Give him/her a copy of the agenda in advance (*and I get one too!*)
- 3) Divide up the agenda items so you are all four talking
- 4) Have a copy of the agenda for everyone present--it stresses the importance
- 5) Follow the agenda, don't get off track. If someone comes up with a thought or idea that is off the agenda--say, "*That's a great idea, I'll write that down so we can discuss it later!*"
- 6) Do "Contact Cards" at your first meeting:
 - 3X5 cards with name, address, phone #, email address
 - Areas of interest/how they'd like to help written on the back: do they want to help fundraise, make the float, decorate for the prom, etc.
- 7) ALWAYS have a strong (not to be confused with LONG) agenda or don't have a meeting, *and try not to have too many items on the agenda or you won't get it all done in a lunch period*
- 8) Give your class council members things to do. It's important that they feel needed. Don't sell all the lollypops yourself, get others to help. Let them make decisions. Empower them and then oversee their work. *Form committees!*
- 9) BE organized. Brainstorm the different committees and then let people sign up to serve on them. (Then committees can call meetings!) For example Float Committees might include:
 - A design committee
 - Obtaining the flatbed committee
 - Supply committee (which gets supply list from design committee)
 - Donations committee (letters and going to businesses based on supply list)
 - Poster committee (thanking donors)
- 10) Recognize and THANK them--often! Write thank you notes and mail them home, send thank you emails, recognize the workers at your meetings, give awards within your class. (*Remember to thank the people who donate things to your class ALWAYS and in a timely manner-one week or less!*)

