

Club Organizing Guide

Use this guide to help your club form and get started!

*Make a copy if you will use this to take notes
(click on file and then make a copy)*

First Club Meeting Agenda

1. Round of Check-ins - Introduce yourself and share how you are doing a. Quick decide on a leader/facilitator for this meeting only (which could be a teacher) - volunteer is okay
2. Introduce club ideas - start with people who already have shared ideas for the club. a. Question options (use rounds): i. What would you like to do in this club? What ideas do you have? ii. What experience do you have with the activities for this club? (i.e. art, board games, etc.) iii. Any proposals/ideas that are good enough to try? Consent round b. Things to keep in mind - there might be multiple/differing ideas for the club...which could lead to multiple clubs, but see if the group can land on some ideas they consent to. c. Try to take notes on all the ideas
Notes:

If needed, repeat the first meeting topics until you feel comfortable as a group making a club proposal.

Second Club Meeting Agenda

Round of Check-ins - Introduce yourself and share how you are doing

- Decide on the leader/facilitator (which could be the same)

As a group, fill out the [Club Proposal Form](#) - (make a copy)

- It may be helpful for it to be projected onto the board.

When completed, submit/share your completed Club Proposal Form with the Club Support Circle (emails listed in the proposal form)

Third Club Meeting Agenda

Round of Check-ins - Introduce yourself and share how you are doing
Elections of Leader/Delegate(to Club Support Circle) - there could be two in this role. Role Description: This person(s) will be responsible for leading the group and planning the club activities (outside of meetings) and responsible for representing the group in the club support circle. Election Steps 1. Read role description. Any questions? 2. Qualifications - what qualities/skills would make a good leader/delegate? 3. Consent to Qualifications - does the list seem good enough to try? 4. Nominations (with reasons) - write down your nominations on your own first (without the influence of others). Then share with reasons out loud in a round. 5. Change Round - You have the opportunity to change your vote! Share reasons. 6. Proposal of Delegate/Leader - At this point the facilitator, leader or teacher can propose candidate(s) based off the current votes collected. 7. Consent Round - Does everyone consent to the proposed leader/delegate?
Who's the leader/delegate?
Lastly, figure out what else needs to be discussed/figured out and create a list of future topics
Future Topics: