



Community Meeting Presentation Reflection Form:

United Communities AmeriCorps requires members to **present during 1 of the 3 required Community Meetings by the deadlines outlined in your program calendar**. These hours will be counted as **Training**, and you must complete the reflection form below, and attach documentation from the Community Meeting (agenda, confirmation of attendance email, photo of sign in sheet, screenshot of virtual meeting) to submit with that month's paperwork.

Member:

Meeting Title:

Host Site:

Meeting Date:

Meeting Location:

Meetings Attended To Date:

of 3

Hours Logged on Timesheet under Training:

Reflection – provide at least 2-3 sentences each.

1. **Describe the community meeting and topics addressed:**
2. **Explain why you attended and how you learned about it:**
3. **How did you prepare for your presentation? What format did you use?**
4. **Do you believe there was a benefit to presenting during this meeting? Why or why not?**
5. **What new understandings regarding the strengths and needs of your service community are you able to identify from attending this meeting?**
6. **Documentation of attendance attached?**
☐ Yes Type of documentation:



Presentation Guidelines

Community meetings allows members to hear from engaged local community members and network with individuals you may not meet through your host site. By presenting during one of these meetings, members can share their responsibilities as an AmeriCorps member and what their service project entails. Not only can members share the impact they are making on their community, but it also opens up opportunity for new partnerships and volunteers.

Please refer to these guidelines below while preparing for your presentation.

How does this work?

- Find an appropriate community meeting in relation to your service project. If you feel this may be a good space to present, reach out to the facilitator or organization to request some time in advance to share a brief overview of your project.

What do I present?

- I'm "*Name*," serving as a United Communities AmeriCorps Member as the "*Position Title*" for "*Organization*".
- Brief overview of AmeriCorps.
- Overview of your service project/goals.
- This meeting may also serve as a space to spread awareness about events and programs you are hosting or public resources you've created.

How should I prepare this information?

- Consider a written speech or a short slideshow. If there is another format that works best for you or the meeting's environment, that is ok too!
- Connect with the program coordinator and your supervisor for help reviewing or rehearsing your presentation.
- Notify program coordinator of community meeting date, as they may attend.