

Figure 3.2

SAMPLE AGENDA

Hints:

1. Organizers should arrive at least 15 minutes early to set up the room and make final preparations.
2. Greeters should welcome people at the door. They should have guests make nametags and escort children to an area for group activities.
3. Near the end of the meeting, be sure to ask for volunteers to host and bring refreshments for the next meeting.

I. Parent Group Meeting

- 7:30-7:33pm Welcome and Opening Remarks
- 7:33-7:43pm Introductions — ask everyone to introduce themselves and explain why they are there
- 7:43-7:45pm Introduction of Speaker
- 7:45-8:05pm Speaker — purpose of group; expectations, etc. (20 minutes)
- 7:45-8:05pm Questions and Answers

II. Social Activity (Organize a group activity including the children)

III. Adjourn (allow at least 10 minutes for people to say good-bye; some members may want to stay and talk)