FOR GROUP LEADERS
How to use this February Action Sheet

Advance planning for your February meeting: Here are some things you could do to get more people involved in your meeting:

- In advance of your gathering, arrange for one or more volunteers who are active in grassroots outreach to speak at your gathering about the Earth Day planning action below. Since Earth Day may require a lot of planning, your grassroots volunteers might want to form a committee to keep working on it.
- Invite a newer volunteer who wants to start calling Congress to read in advance the Monthly Calling Campaign action below, sign up to be an MCC caller, and explain it to the volunteers at your gathering.
- Who in your group likes a well-defined task and is ready to take on a little more responsibility? Personally ask them to consider becoming an admin for the Monthly Calling Campaign for your chapter/district. If they would like a partner, they can ask someone else or ask at your meeting.
- Ask a volunteer who is active on Instagram or other social media to study in advance and speak briefly about the “Snowman Protest” contest in the Social Media Bonus Action. Also ask this person to watch the Instagram training video and to share the video link with folks who want to participate.
- Is there someone playful or artistic in your group who would like to organize a group creation for the Snowman Protest Contest? Call and ask them ahead of time so they bring ideas to the meeting.
- Ask a volunteer to be ready to facilitate this month’s Communication Exercise.

Sample Monthly Meeting Agenda (suggested time for this agenda is 40-80 minutes)
This proposed agenda incorporates the monthly action items. It also includes a celebration of recent successes and time to orchestrate other chapter activities.

- Communication Exercise - 5-10 minutes
- Celebrate successes since last month - 5-10 minutes
- Start circulating sign up sheet for monthly actions and ongoing activities
- Monthly Actions - 5-10 minutes for each of the 2 actions and the 1 bonus action on the Action Sheet
- Ongoing Activities (some chapters organize with committees focused on CCL’s five levers; this would be a chance for committees to report on progress toward goals or to recruit help) - 10-20 minutes
- End with each person stating what actions they will take in the next month, either round robin style or with a small group or partner - 5-10 minutes.

Engaging and orienting new volunteers
If your onboarding process for new volunteers could use a boost, see Community’s Getting new volunteers engaged training page for some ideas.