



## **Chapter Founders Meeting (Sample Agenda)**

### 1. Welcome

- Sign in on the sign-in sheet
- Thank everyone for coming to the meeting

### 2. Introductions

- Have everyone give their name, grade level, or position/title

### 3. Minutes

- Designate someone with pen & paper to be the meeting's secretary-for-the moment to take minutes

### 4. Officer Elections

### 5. Announcements from Chapter Founders

- Upcoming events and activities

### 6. Donations

- Opportunity to collect donations for chapter events

### 7. Things to be thinking about

- When/where to meet in the future
- Community service projects the chapter could be involved in
- College Tours

### 8. Closing Ceremonies

- Refreshments