



# Circle of Service Sample Meeting Agenda

*Welcome & introductions*

*Ice breaker*

- Ask people to tell about a time when they helped others and how they felt about their service; or
- Ask people share with the group about what they get (or would like to get) from service/volunteering (i.e. Learn something new, make connections, make a difference, fill a need, etc.)

*Circle of Service concept*

Use the Circle of Service brochure to help you explain the concept.

*Review the list of project ideas and brainstorm other ideas*

Don't forget to record any new ideas.

*Discuss and decide what types of projects your group is interested in doing*

Are they open to various projects or would they rather specialize or have an area of focus?

*Discuss and decide the frequency of the projects*

Monthly, quarterly or other frequency, and when the group would like to begin.

*Discuss and decide the maximum duration of each project*

Half day, full day, weekend or other duration.

*Discuss and decide whether or not your group is willing to contribute financially to each project*

If yes, how much will each member contribute toward each project and how will you manage the money?

*Please note that financial contributions are not required from Circles, but the money can increase your project's impact and benefit.*

*Discuss and decide who will be your Circle's primary contact person*

*Discuss and decide how the group will communicate*

Email, text message, telephone, Facebook, other.

*Discuss and decide on a Circle of Service name and desired number of members*

Suggested group size is between 4 and 15, but it could be larger.

*Complete the Circle of Service registration form*

*Complete the Circle of Service Member Contact Sheet and Circle Project Schedule*

*Questions?*

*Adjourn*

Thank everyone for attending. Encourage everyone to visit the 5th Bridge website, [www.5thbridge.org](http://www.5thbridge.org), and take the Volunteer Pledge to receive a free monthly e-newsletter with volunteer opportunities.

