**Sample Agenda**

**Campus Girl Scouts Club at [COLLEGE NAME]**

**Meeting [DATE OF MEETING]**

Attendees: [NAMES OF ATTENDEES]

Agenda:

* Announcements (5 minutes)
	+ Welcome any new attendees to introduce themselves and sign up for emails.
* Report from Executive Officers (5 minutes)
	+ Update members on the club’s status, including the treasurer’s financial report.
* Old Business (5 minutes)
	+ Discuss outcomes, impact, and lessons learned from past activities.
* New Business (15 minutes)
	+ Talk about upcoming projects and events, ask for input, and present opportunities for members to get involved.
* Responsibility Sign-up (5 minutes)
	+ Invite members to sign up for tasks in planning or executing future events.
* Discussion (10 minutes)
	+ Open the floor for discussion as well as socializing and serving refreshments.
* Guest Speaker or Special Activity (20 minutes)
* Reminders (5 minutes)
	+ Announce the date, time, and location of the next meeting.
	+ Ask for input from members about what should be on the agenda.
	+ Review the plan and prep for any upcoming events.