

how to plan your club meeting

our minds
matter

Planning a club meeting ahead of time can save you and your leadership team from a lot of stress! To make this easier on you, we recommend planning out your meetings at least a week in advance using our OMM meeting planning template. If you want to really get ahead of the game, you can plan out your meetings for an entire semester or year!

You can [download a blank template here](#) to print and fill out with your leadership team. And keep reading for more information on how to fill out each section!

1. determine goals

Identifying the goals for your next club meeting is a great place to start. What do you think club members need at this time? For example: Do you want to focus on coping skills and self-care, or prosocial skills and improving your community?

2. logistics

Determine the date, time, and location of the meeting.

3. select opening connection

Choose an opening connection that supports the goals of your meeting, or just focuses on folks getting to know each other better.

4. select an activity

Choose an activity that aligns with the goals you have set for this meeting. For example, if your goal is to focus on stress relief, you can use the filter tool on the club portal activity bank by filtering for self-care & healthy habits activities. Then, if needed, adapt the activity to fit your timeframe or needs.

**Want to make selecting an activity even easier?
Just follow our Club Roadmap!**

club meeting planning template

1 meeting goals:

2 date:
time:
location:

3 opening connection:

4 activity:

5 mindful closing:

6 who will...

- Gather & set up supplies: _____
- Make sure everyone signs in: _____
- Facilitate the opening connection: _____
- Facilitate the activity: _____
- Facilitate the mindful closing: _____
- Share resources & upcoming events: _____
- Clean up: _____
- Advertise the meeting: _____
- Prepare the custom slide deck (optional): _____
- Bring snacks (optional): _____

7 we'll advertise the meeting by...

- ☐ Hang up fliers
- ☐ Share details on the morning announcements or news
- ☐ Post on club, school, or personal social media
- ☐ Send an email out to previous attendees
- ☐ Other: _____

5. select mindful closing

Choose a mindful closing that relates to the meeting theme or goal, or just allows folks to reset before going about their day. This is a time to practice breathwork, grounding, and mindfulness.

6. delegate roles

Determine who will accomplish each task.

7. promote the meeting

About a week before the meeting, share the details with all current and potential members so no one misses out! Check off how you'll promote your meetings (and add in your own if you'd like!)

reminder:

Don't have a lot of time to plan your next meeting? Even just facilitating an opening connection with peers can make a club meeting impactful and fun! It's OK if you don't take all of these actions—when in doubt, keep it simple!