

Sample Recommended Agendas to Start Fall Semester

At the start of each academic year, the STF Team holds a series of on-campus meetings with students before the Fall Leadership Workshop to launch the year's STF Action Plans. The below agendas are recommendations for these on-campus meetings to help get your chapter started. The STF Team will provide you with additional recommended agendas once the fall Action Plans are launched, tailored to that fall's education and advocacy needs. Reach out to your STF Team Member for additional recommendations or assistance in adjusting these agendas for your campus.

Helpful Resources/Links

Toolkits:

- Leadership Planning Toolkit: <https://www.hrwstf.org/wordpress/leadership-planning-toolkit/>
- Event Planning Toolkit: <https://www.hrwstf.org/wordpress/event-planning-toolkit/>
- STF Action Plans Toolkits: <https://www.hrwstf.org/wordpress/student-resources/>

Videos:

- Intro to HRW: (2:24): <https://www.youtube.com/watch?v=5AtF9Ra6cPQ>
- What is STF (2:59): <https://www.youtube.com/watch?v=j9WVAVa-bl0>
- About STF: We Have A Voice (0:46): <https://www.youtube.com/watch?v=55I-zZvji6Q>
- Human Rights 101 videos:
https://www.youtube.com/playlist?list=PL5m1_CAEBBs2gfpkIY2N8NDIFZsDDhiJp
 - What are human rights? (2:04):
https://www.youtube.com/watch?v=wJ9sQj3H4wc&list=PL5m1_CAEBBs2gfpkIY2N8NDIFZsDDhiJp&index=2&t=3s
 - How are human rights enforced? (2:00):
https://www.youtube.com/watch?v=agZmV149r6o&list=PL5m1_CAEBBs2gfpkIY2N8NDIFZsDDhiJp&index=3
 - What is a human rights violation (1:59):
https://www.youtube.com/watch?v=FKAncpUhb8A&list=PL5m1_CAEBBs2gfpkIY2N8NDIFZsDDhiJp&index=1

Documents:

- Simple version of the UDHR: http://hrlibrary.umn.edu/edumat/hreduseries/hereandnow/Part-5/8_udhr-abbr.htm
- Simple version of the CRC: <http://www.unicef.org/rightsite/files/uncrcchildfriendlylanguage.pdf>

Meeting Agenda Checklist

- We have established “key take-aways” and “action items” for this meeting
- We have thought through the timing of the meeting and assigned times to each agenda item (E.g., We have plans for if we move through the agenda too quickly or if we run long)
- We have balanced education and event-planning based on priority
- We have identified all of our tech needs (e.g., projecting, YouTube access, etc.) and shared this with our TA so they can prepare ahead of time.
- This agenda helps our chapter move forward in accomplishing our goals

Summer Leadership Check-in Meeting (typically 1-3 weeks before school starts)

In attendance: Leadership Team, Teacher Advisor, STF Team Member

- Introductions
 - Name, Grade, Icebreaker (e.g., favorite book/movie)
- Leadership Expectations
 - Review [responsibilities of each leadership role](#)
 - Discuss these responsibilities as they will play out with the specific chapter (e.g., if a school has no Publicity Chair, who will take on that responsibility?). Assign responsibilities to each leader, adapting each responsibility to the school context.
 - Pull up the [Leadership Toolkit](#) and open the leadership contract
 - Popcorn through the leadership contract
 - Discussion:
 - ❖ Are any of these responsibilities new/surprising to you?
 - If you are a returning leader: Do you feel as though you've fulfilled these duties in the past? Why or why not?
 - If you are a new leader: How is this role similar or different to other leadership positions you've held?
 - ❖ Are there any responsibilities you're concerned about fulfilling in your role?
 - Clarifying leadership expectations
 - Using the leadership toolkit, ensure leaders are aware that they will be responsible for [meeting minutes](#) and [attendance sheet](#).
 - ❖ During meeting, have secretary download all templates into a google folder shared with all leaders, TA, and STF Team member
 - ❖ Poll for all Secretaries - Zoom note-taking training
 - Weekly leadership calls
 - ❖ Who will participate in the weekly leadership calls?
 - How will the information discussed on these calls be shared with those not on the calls (leaders, TAs, etc.)
- Campus Logistics
 - Will you need to submit paperwork to become an official club (where to find, submission deadline, who to submit to)?
 - You can figure this out and discuss at your first general/on-campus meeting
 - When and where will you meet on campus?
 - (If TA is not present) When will you check-in with your TA to make sure they're briefed on meeting day/time for this year?
 - If the day is changing, how will you let members know?
 - ❖ How will you remind members of on-campus meetings? (group text, Remind messages, email, etc.)
 - ❖ What worked well last year that you want to replicate vs. what didn't work well that we need to change?
- Set campus-specific check in time with STF Team
 - Meeting every 4 weeks at:
 - Day of the week
 - Time:
 - ❖ When2Meet if you'd like to meet 4-8pm Sunday-Thursday

- ❖ If you'd prefer doing it during school hours (e.g., during Lunch or Nutrition/Brunch period), that may be available as well. Decide as needed.

General Meeting 1 (Typically first or second week of school)

In attendance: Leadership Team and Teacher Advisor, STF Team Member may attend

- Introductions: Name, grade, why and when you joined STF, something fun you did this summer
- Logistics: Has everything been submitted to ensure STF remains/becomes an official club?
 - If not, take time in the meeting to complete those items
- Goal Setting
 - How many events (and what kind) do we want to try and host this semester?
 - Pull out a calendar and identify key dates; try to give yourself at least 5 weeks when planning something big like a tent event.
 - ❖ For various event planning checklists and timelines, see the [event planning toolkit](#).
 - Mark other key dates:
 - ❖ November 20 - Anniversary of the Convention on the Rights of the Child
 - ❖ December 10 - Human Rights Day, 75th anniversary of the Universal Declaration of Human Rights
 - ❖ Mark any school-specific conflicts (PSAT testing, parent-teacher conferences, grading days, etc.)
 - Recruitment
 - When is the club fair?
 - ❖ Pull out a calendar and mark it!
 - ❖ If it's in the next two weeks, spend time identifying materials we need to create (big posters, campus-specific flyers, etc.)
 - Request the STF team send you stickers and general flyers (don't forget to include how many of each you want and who they should be sent to!)
 - How will we reach out to last year's members to invite them to meetings?
 - What other important recruitment strategies have worked for us in the past vs. what didn't work? And why did/didn't those things work?
- Announcements:
 - Fall Leadership Workshop – (**DATE**) (hybrid participation available)
 - All members welcome
 - RSVP with your leaders (who will tell STF Team Member) or via the email you got
 - If any leaders/members have attended before, talk about your experience and why it's valuable (cross-campus collaboration for general members who do not attend leadership calls!)

General Meeting 2

In attendance: Leadership Team, General Members and Teacher Advisor, STF Team Member may attend

- Introductions
- *If needed*: Finish last week's agenda
- Logistics: Has everything been submitted to ensure STF remains an official club?
- Recruitment Strategy

- Club fair logistics: **(DATE)**
 - Who can be there?
 - What do we need to prepare before then? Poster? Treats? Prizes?
 - How will we collect sign ups and make sure we can contact everyone? (i.e. Google Form, pen and paper, etc.)
 - Practice our STF elevator pitch: explain STF in a succinct way
- Identify a core group of teachers who can help us identify possible members:
 - Who has been receptive to STF in the past?
 - Which teachers have the capacity to help us (think about whether they supervise any other clubs or take on other responsibilities outside teaching)?
 - Role-play [how to talk to teachers](#)
 - Make a plan to talk to the teachers you identify: Who will talk to whom, and when should they get that done?
- Do we need to introduce (or re-introduce) ourselves to school administrators?
 - *If needed:* Role-play to [practice explaining STF to administrators](#)
 - If so, who can do it and when?
 - Who will email to set up the meeting and when?
 - Are there possible challenges to be aware of (e.g., a change in personnel)?
- Can we partner with other groups on campus? Are we missing representation from any groups on campus?
 - Consider partnering with ASB, affinity groups, artists, Model UN, JSA, and/or other activism clubs to recruit new members and have support in your advocacy!
- *(If Time)* Recap our spring Action Plans, accomplishments and important lessons learned
 - What would you have done differently if you were to start this Action Plan over again? How can we use those lessons to inform our work this fall?
 - Consider: Recruitment, education, on-campus activities to collect petition signatures, etc.
 - Identify if there are loose ends or follow up we need to do on campus
 - (E.g. Delivering our petition signatures)
- Announcements:
 - Fall Leadership Workshop – **(DATE)** (hybrid participation available)
 - All members welcome
 - RSVP with your leaders (who will tell STF Team Member) or via the email you got

General Meeting 3

In attendance: Leadership Team, General Members and Teacher Advisor, STF Team Member may attend

- *If needed:* Introductions
- Final RSVPs for STF Fall Leadership Workshop – **(DATE)**
 - In person or virtual participation available. Make sure you clarify with the STF team how you will participate when you RSVP
 - RSVPs to date:
 - Will attend:
 - ❖ In person:
 - ❖ Virtual:
 - Cannot attend:
 - Interested in attending but doesn't know availability:

- *(If Appropriate)* Continue with any follow up advocacy from last spring's Action Plan
- Continue recruitment strategy discussion from previous meeting
 - If club fair has not yet passed, continue planning
 - Ensure STFers can attend to run your table
 - Need any materials from your STF Team Member?
 - Ready to collect sign ups?
 - Identify a core group of teachers who can help us identify possible members:
 - Do we need to introduce (or re-introduce) ourselves to school administrators?
 - Can we partner with other groups on campus? Are we missing representation from any groups on campus?

General Meeting 4

In attendance: Leadership Team, General Members and Teacher Advisor, STF Team Member may attend

- Introductions/Ice Breaker:
 - My name is _____ and I come as... (list the different communities you are part of)
- Discussion: What are human rights? What do they mean to you?
 - Use [STF resources for reference](#)
 - Video: [What do human rights mean?](#)
- Introduction to HRW and STF
 - Intro to HRW, [what does HRW do?](#)
 - Intro to STF: [HRW Intro Video October 2022 - YouTube](#)
 - [STF website](#): Can walk through About section, look through recent blog posts
- *(If needed)* Recruitment: If club fair has not yet passed, continue planning
 - Ensure STFers can attend to run your table
 - Need any materials from your STF Team Member?
 - Ready to collect sign ups?
 - How will you follow up to convert sign-ups to new members?
- Recap Fall Leadership Workshop
 - Those who attended, share what you learned both from HRW experts/guest speakers and from other participating schools
 - Next week: Discuss plans for the fall Action Plan in more depth

General Meeting 5

In attendance: Leadership Team, General Members and Teacher Advisor, STF Team Member may attend

- Introductions/Ice breaker – Read articles of the UDHR and Discuss: What are human rights and what do they mean to you?
- Continue Recap of Fall Leadership Workshop
 - *(If not yet completed)* Those who attended, share what you learned both from HRW experts/guest speakers and from other participating schools
 - Show important clips from the workshop (to be provided by STF Team)
 - Discuss: Which of these clips interested you the most and why? What did you learn that you didn't know before? What questions do you have for those who attended the workshop?
- Launch fall Action Plan

- Explore [STF Action Plans toolkit](#) for new/updated resources
- Discuss ideas members have for education and advocacy outreach
- Review school calendar and identify possible timeline for on-campus events