JOHN H. PACE JR '39 CENTER FOR civic engagement

Organizing a Response

Meeting Checklist

A Checklist for your Meeting:

- ☐ Set aside time at the beginning for people to express their fears, concerns, prayers for those involved and affected by the event.
- ☐ Appoint a note-taker you can trust to do a thorough job.
- ☐ Pass around a sign-in sheet and have your note-taker email notes to all who attend the meeting.
- ☐ Lead a brainstorming session with the following goals for the assembled group:
    - ☐ Identify a relief organization: This can be time-consuming, difficult and complicated, and you will likely want to quickly task a subgroup with this mission. Before leading this section of the conversation, please review the section on Identifying a Relief Organization. When you lead this portion of the conversation use an unbiased guide like this one to help you avoid common mistakes and pitfalls. You will want to print it out before the meeting. In short:
        - ☐ Ensure the country is receiving aid in the form of cash donations
        - ☐ Do not gather "things" to mail
        - ☐ Do not earmark donations
        - ☐ Do not support adoptions or evacuations of orphans
        - ☐ Take your time to choose and vet your choice

      Should you establish that cash donations are being accepted, you will need to:
        - ☐ Educate attendees on the University's Policies around cash donations
        - ☐ Educate attendees on raising relief funds via online "crowdfunding".
    - ☐ Create events for mourning/praying/remembering and donation collection if applicable
    - ☐ Divide tasks and assign them to attendees – Students will likely want to and can act as point people, but it can be useful to have a staff person helping them in that task as well.

Notes from the Meeting:

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