

AFSP TEAM CAPTAIN HOT SHEET - TEAM MEETINGS

CREATING A COHESIVE TEAM

Gathering a group of people is easy. Fostering teamwork is something different. Everyone has their own styles of leading and that's perfect - do what works for you. Be your authentic self - your teammates will know if you're faking it.

Remember there are different ways to meet. If you are unable to meet in person try using Google Hangouts, Skype, emails, or conference calls. Assign someone in the meeting to take notes and send them out to everyone after the meeting so people remember the tasks assigned to them and so that people who were unable to attend can stay updated with what is happening.

SAMPLE MEETING AGENDA

6:00 - 6:05	Welcome by Team Captain and meeting objective overview
6:05 - 6:20	Icebreaker - get to know your teammates with an activity
6:20 - 6:40	Team updates - Where are we as a team with donations? Does anyone need help?
6:40 - 6:55	Assign action items to complete before next team meeting
6:55 - 7:00	Close by Team Captain - recap highlights and thank everyone

Meeting Objective: Program Objectives (the entire content of the meeting) could include - assigning tasks for different team members, figuring out who you want to talk to about the event, deciding on the team fundraising goal, deciding where to do neighborhood outreach. Meeting objectives should be tied to fundraising in some way and can include things for the walk.

Action Items: A task that must be accomplished and should always be clearly documented. These can include - contacting restaurants for fundraisers, arranging who will create signs for the team, assigning someone to find an organization to sponsor the team, assigning people to make signs honoring loved ones.

Examples of Matching Objectives and Action Items:

Objective

1. Deciding where to do neighborhood outreach
2. Deciding on how to honor loved ones on the day of the walk

Action Item

1. Someone will hang posters in Tigard and someone else will in Sherwood
2. One will organize a day / time to make signs and another will get supplies

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ICE BREAKER IDEAS

1. Two Truths and One Lie: Have teammates come up with two truths about themselves and one that isn't. Go around and have each person say their items and the group guesses which one is the lie.
2. One-Word: Depending on group size, you can pair people up or create small teams of 3-5. Ask each pair or group to come up with one word that they would use to describe the team or AFSP. Give 5 - 10 minutes for them to come up with their answers. Go around the groups and have them present their word.
 - a. If you have enough time, have them draw out their word on a large piece of paper / poster board. This can be used on the day of the walk.
3. How Much do you Use: Pass around a roll of toilet paper and have people take as much as they want. After everyone gets some TP, have everyone tell the group one thing about themselves per square of TP they took.
 - a. Examples of facts to talk about include: number of siblings, favorite book / movie / band / TV show, coffee or tea, a random fact no one would guess, where they're from.
4. The Candy Game: Get a candy that has many colors (like M&Ms or Starburst) in a bowl. Pass this around and have people take whatever number you want them to and tell them to not eat them yet. Once everyone has them, tell them that each color represents a different question they are going to be asked. Make up questions based on your group dynamic.
 - a. Question ideas include: If they could travel anywhere, where would they go? What is their dream job? What is their favorite pizze / ice cream? Which would they prefer - beach, mountains, forest, city? Who is their favorite fictional character? If they could meet anyone famous, who would they meet? If their life was a book, what would the title be?