

## ***PART THREE: SAMPLE SITE CAPTAIN MEETING***

### **Preparations**

- Prepare agenda for the meeting.
- Purchase drinks, snacks, ice.
- Prepare paper goods (plates, cups, napkins).
- Order pizza/sandwiches if needed.
- Email/call all site leaders to confirm number of attendees.
- Prepare site lists to give them.
- Complete all bags containing materials for their sites: data forms, pens/pencils, trash and recycling bags, first aid kit, waivers, raffle tickets with baggie, clipboard, list of participants and water jugs.
- Prepare any “schwag” items.
- Have camera to take photos of meeting.

### **Meeting Agenda**

- Welcome and thank-yous
- Introductions – name, number of years site leader, favorite thing about the event. Each Site Captain should sign in (have a form ready) with name, cell phone, address, email.
- Verify each leader’s site information – have them review and make sure you don’t need to change anything when you call volunteers to confirm attendance. Verify who is meeting at the central location and who is not.
- General info shared and review schedule, timeline
- What time to call in
- When to bring items back by
- Review data forms and all other forms
- Find out who will be meeting at the central location to give them their final volunteer lists or who needs the list sent by email in advance.
- What questions do they have
- Thank them again
- NOTE - you may need to meet individually with some Site Captains to go over specific instructions/concerns about their site