



## 2024 Schedule Template

*Chapter Leadership Teams will divide up months and commit to HOST*

Click link to open instructional video: <https://youtu.be/MbdfWWCks>

**Co-Leader Host is the Leadership Team Member responsible for these tasks on her months:**

- Finding a Monthly Workshop Leader for months she is the co-leader host
- Walking Workshop Leader through the process of understanding her responsibilities (responsibilities on chapter’s website on the ‘How We Serve’ Page)
- Ensuring the Workshop Leader doesn’t bail out by following the ‘Engaging Monthly Leader’ protocol located on the Chicktime Training tab on the Leader Resource menu at Chicktime.com
- Attend the events she has committed to host and provide a back-up activity if needed.

Chicktime Date	Co-Leader Host	Monthly Workshop Leader	Workshop Activity
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

**Annual Leader Drive** by the end of October ensure your calendar is full for the following year before the busy holiday season arrives. It is a fun process and extremely effective.

- During your Regional Retreat (or by late summer): Decide which months each leader wants to be responsible for and assign Co-Leader Hosts for each month. FILL OUT THE CO-LEADER host column on THIS FORM. Also during your regional retreat pull up your chapter website and review the ‘events’ tab to remind yourself who led workshops this year and may want to sign up again! Better yet, take a 15 minute ‘break out’ during your retreat and each leader can CALL or TEXT their prospects and go ahead and get commitments for workshop leaders for 2023. UPDATE THIS FORM.
- Week 1: Launch a group text with your leadership team and encourage each other by sharing each time you sign up a workshop leader. You may have to negotiate and switch months if your workshop leaders need a month you aren’t assigned as co-leader host. Someone on your leadership team will update THIS FORM and text it to your team as updates happen to keep everyone on track.
- Week 2: Continue making calls, dig deep! Encourage each other.
- Week 3: By this time you should only have a couple months left to fill with a workshop leader. Work with each other on ideas of who to call, businesses to reach out to, etc. Just keep going! It will happen if you continue to invest energy!
- Week 4: Your 2023 should be complete.. Email a copy to [info@chicktime.com](mailto:info@chicktime.com) and add your workshops to the Chicktime calendar at Chicktime.com. If you need a personalized training, please contact us.