



Business Meeting Template 2026

Click here for instructional video: <https://www.youtube.com/watch?v=SjyVzQDxb6M>

****As part of every Chicktime volunteer event, chapters should hold a business meeting every month with your volunteers a few minutes prior to serving. The meeting typically takes about 10 minutes****

- Welcome
- Recognize 1st time volunteers
- Introduce Leaders
- Chicktime Story
 - Founded in 2006 with the goal of multiplying organically out of local chapters so nearby charities can also benefit from having a Chicktime chapter as well as locals in those communities having a place to serve and make a difference.
 - Chapters across the country from coast to coast and growing. Invite anyone interested in starting a chapter in their area to talk with you more about it. Share your contact information and ways you are available to engage: lunch after Chicktime today, coffee later, a phone call, etc.
 - VIP: If you are limiting volunteers for your chapter because of too much interest it is CRITICAL you share this fact during your business meeting to inspire others to step into their purpose if they feel the calling to help others. You won't know if you don't ask.
- Shirts
 - Share our rationale for wearing the shirts- those we serve need to see that the Chicktime ladies always come back and are committed to be there for them. Since we can't all individually come back every single month, as long as the majority of volunteers wear a Chicktime shirt they come to see us as 'The Chicktime Ladies' and have confidence that collectively we deeply care for them and will always be there for them.
 - Offer shirts for \$20 donation to your chapter.
- Announcements
 - Share needs your charity has, either donations or volunteer opportunities your charity needs help with. This is how we tangibly create a gateway experience and inspire those drawn to the charity to come back and do more in areas they are passionate about.
 - Invite new leaders to join your team if you do not have a 3 person leadership team nor a rising managing leader.
- Introduce Workshop Leader
 - Workshop leader describes her activity, introduces friends she brought with her today.
- Share Volunteer duties (the volunteers are who are NOT facilitating the activity today)
 - Have fun with the kids acting as the fun aunt or big sister.
 - Share what happens when volunteers stand at the back of the room and talk during the activity: At best its simply distracting and the kids/those we serve could assume we just aren't interested in being there. At worst they could think we are talking about them!
- Share any rules and regulations the charity requires, best practices you have deduced (such as don't take pictures, ask for hugs before assuming someone wants one, etc.)
- Thank everyone for coming.
- Prayer (optional)
- Take a group picture before everyone gets involved in the day.