

# United Way COMMUNITY SCHOOLS

## Meeting Agenda

Date:	Time:	School:
Type of Meeting:		
Convener:		
Facilitator:		
Note Taker:		
Supplemental Material:		
Attendees:		
Intended Meeting Results:		

Time	Topic		
10 min.	<b>Welcome and Introductions</b> <i>Facilitator:</i>		
45 min.	<b>Successes and Challenges</b> <i>Resource:</i> <i>Facilitator:</i>		
30 min.	<b>Time Period</b> <i>Facilitator:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss the projected school priorities and any anticipated changes in school</li> <li><input type="checkbox"/> Schedule/staffing and any corresponding budget adjustments</li> <li><input type="checkbox"/> Decide on projected interventions and strategic community partnerships</li> </ul>		
5 min.	<b>Action Commitments and Next Steps</b> <i>Facilitator:</i>		
<b>Action Commitments from Meeting</b>		<b>Person Responsible</b>	<b>Deadline</b>

\*A 3R agenda is centered on results, resources and relationships. These component pieces help groups have effective meetings.

Network Partner:



United Way of the  
Greater Lehigh Valley

