

PLAYBOOK: Chapter 2

First Meetings

GOAL

Prepare for and hold your first meetings as Spin4Kids volunteers

GAME PLAN

Event Leader

Notify the members of your Spin4Kids Planning Committee of the first meeting date/time/location

Create an agenda of the key items to discuss and accomplish at the first meeting

Share the link to the Event Portal with your committee so that resources and tools are readily accessible

Club Champion

Read about GoodLife Kids Foundation and gather key details about your Club's event (e.g. location, fundraising goals, schedule, etc.)

Confirm with your General Manager/Fitness Manager when you can present to your Club's Associates (e.g. monthly Club summit)

DOWNLOADABLE RESOURCES

About GoodLife Kids
Foundation & Spin4Kids

Spin4Kids PowerPoint
Template

Event Leader
FAQ



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PART A: Hosting Your First Committee Meeting

Your first Spin4Kids Planning Committee meeting is the perfect opportunity to...

Meet your amazing volunteer committee members + Share ideas and information + Set the stage for a positive committee relationship and a successful event

Tip: *If the schedule allows, incorporate some social time at the end of your meeting so volunteers have the chance to get to know each other!*

Set Yourself Up for Success

For a valuable and productive meeting, we recommend you do the following:

- Inform all Spin4Kids Planning Committee members of the date/time/location of the meeting and the anticipated time commitment
- Let committee members know in advance if there is anything you want them to prepare
- Set out agenda items you want to cover during the meeting. Be realistic about how much information you can cover
- Ask someone to volunteer to take notes and send a short summary to all committee members following the meeting

Tip: *Before you start your meeting, mentally prioritize the 1 or 2 things that must be accomplished. Focus on those – everything else will be a bonus*

Getting Started – What Should be on the Agenda?

Aim to keep your first meeting simple! You don't want to overwhelm your volunteers with too much information. With a one-hour meeting in mind, here's a sample agenda to get you started:

- Introduction of committee members and roles
- Overview of GoodLife Kids Foundation and Spin4Kids
- Spin4Kids event fundraising goals (national/local and event/Club)
- Event day location and schedule
- Overview of available resources and support
- Action items to be completed by next meeting
- Next meeting date/time/location

Tip: *Complete the [Committee Template](#) and share it with all members as a way to introduce the great team of volunteers who have stepped up to bring your Spin4Kids event to life.*

Suggested Agenda Items for Future Meetings

The agenda for future meetings should reflect what your committee is working on at the time. Here are some suggested items to guide your planning along the way:

- Reports/updates from committee members
- Number of registered Participants/teams to date
- Fundraising results to date
- Upcoming deadlines
- Scheduling – confirming event day activities and scheduling Participants
- Event day logistics – e.g. food/prize donations, volunteer needs, set-up/take-down, decorations, photographer, presentations, guests, etc.
- Post-event wrap-up – e.g. depositing funds and submitting paperwork, thank yous, celebration

PART B: Presenting at a Club Meeting

One of your most important duties is to ensure the Associates in your Club know what is going on with your Spin4Kids event, what they can do to support the event, and how they can get involved. Club Summit meetings are great opportunities to share this information to get everyone on the same page!

Getting Ready to Present

- Ask your General Manager or Fitness Manager about presenting at your Club's next meeting. Don't forget to confirm how much time you'll have to present
- Use the [Spin4Kids PowerPoint Template](#) to set up a slide or two to share information about your local event
- Choose 1-2 takeaways that you would like each person to remember or act on. Make that the focus of your presentation (e.g. remember event date and location, go to spin4kids.com to sign up as a Team Captain and recruit a team)

What Information Should I Include?

- Introduction of your volunteer role and why you are volunteering
- Quick overview of GoodLife Kids Foundation and Spin4Kids
- Event date, location, and fundraising goal
- How to get involved
- Where to go for details, registration, and online fundraising (spin4kids.com)

Tip: *Be sure to thank your audience for listening and let them know the best way to get in touch with you if they have any questions.*

Questions?

Check out our [Event Leader FAQ](#) on the [Event Portal](#). If your question isn't there, reach out to us at events@goodlifekids.com. We're happy to help!