



## Getting Organized for the First Action Team Meeting

	<b>Introductions</b>	Welcome everyone to the meeting. Use an icebreaker to encourage interaction among members. This is the time to learn more about your peers!
	<b>Visioning exercise</b>	Before getting started, conduct a visioning exercise asking members about their vision for a healthy school. Highlight what the school may already be doing to promote health. Create a list of the ideas.
	<b>An organized group is a successful one</b>	Provide a Healthy Schools folder for each member to keep track of important papers and materials.
	<b>Review the agenda</b>	Have an agenda ready to distribute to members. The agenda should include topics for discussion, a time guideline, and the name of the person responsible for discussing the item. For the first meeting, the Healthy Schools Champion may choose to Chair. If possible, try rotating the Chair for subsequent meetings.
	<b>Assign a volunteer to take the minutes</b>	Briefly explain how to take minutes for those who are unfamiliar. Use the template provided in this Toolkit as a guide. Provide members with a copy of the minutes after the meeting.
	<b>Establish roles and responsibilities</b>	The roles and responsibilities determine how the Action Team will operate. These guidelines will prevent any miscommunication.
	<b>Discuss working as a group</b>	Briefly discuss basic guidelines to ensure the group works cooperatively.
	<b>Complete a Healthy Schools Action Team contact list</b>	Make a list with the contact information for each member. If a member is a student, include their teacher's name and grade. Post a copy of the list on the school bulletin board so that school community members know who to contact if needed.
	<b>Participation is a step in the right direction!</b>	Thank the Action Team members for joining in and participating. Encourage and build excitement for the future of the program and the health of the school!