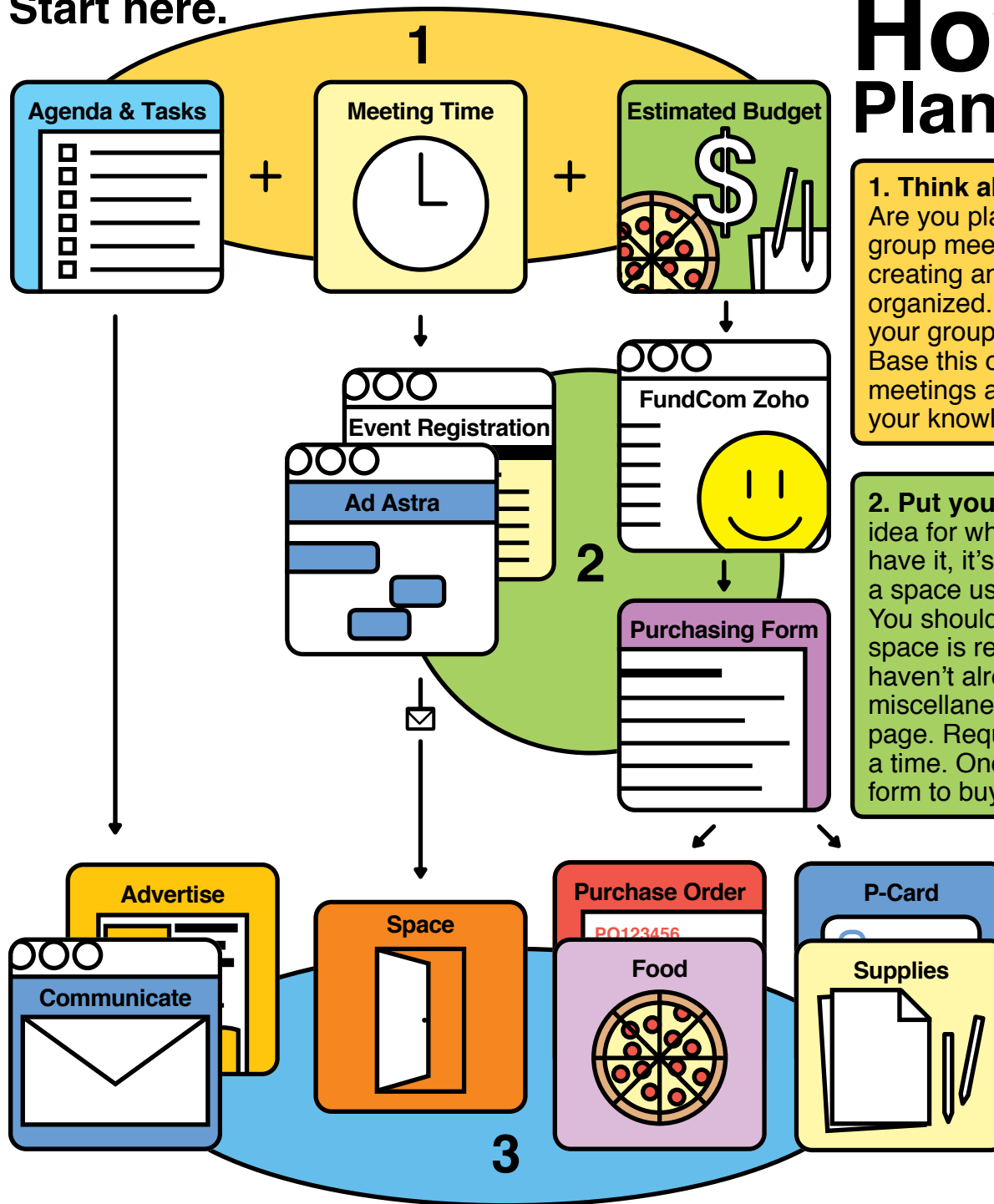


Start here.



How to: Plan Group Meetings

1. Think about it. What is the purpose of your meeting? Are you planning your normal weekly meetings, or a special group meeting to accomplish specific goals? Consider creating an agenda to keep track of tasks and stay organized. Pick a meeting time that will work for you and your group, and estimate your budget for food and supplies. Base this on the number of people who usually attend your meetings at \$5/person including tip for meeting food, and your knowledge of your group's account balance.

2. Put your plan into action. Now that you have a clear idea for what your meeting is about and when you want to have it, it's time to start actually making it happen. Request a space using Ad Astra or the Event Registration Form. You should receive an email from event services when your space is reserved and you're waiting for CLA approval. If you haven't already done it, submit a request for meeting food or miscellaneous (for supplies) to FundCom through the Zoho page. Requests for meeting food should be done 1 month at a time. Once your request is approved, fill out a purchasing form to buy meeting food or supplies.

3. Almost done! Make sure to communicate with your signers, group members, and interested parties on campus about the time location of your meeting(s) and update your Hampedia page if necessary. Purchase your meeting food and supplies. If you used a Purchase Order, make sure to fill out the receipt submission section of the purchasing form and return it with an itemized receipt to the FundCom Paperwork mailbox in the CLA Office as soon as possible.