

Agenda: Orientation Meeting

Preparation

- The purpose of the meeting is to welcome new members to Keystone Club.
- Since this meeting takes place prior to the election of officers, the Keystone advisor will facilitate with the leadership and partnership of Keystoneers.
- Download the **Community Builders** resource and select an activity to open the meeting.
- Identify a note-taker to record highlights of the discussion and the team's decisions on a flip chart.
- Decide who will facilitate each agenda item, and fill in the names on **Agenda: Orientation Meeting** (page 2).
- Print copies of the completed **Agenda: Orientation Meeting** (page 2).

Step-by-step instructions

- Distribute copies of the completed **Agenda: Orientation Meeting** (page 2) to each Keystoneer.
- Use **Conversation Starters** (page 3) to facilitate the discussion. After each discussion prompt, the facilitator should share their own ideas and invite Keystoneers and the advisor to contribute their ideas.
- Keep the meeting fun and interactive.

Agenda: Orientation Meeting

Date _____ Time _____ Location _____

Keystone advisor _____

Note-taker _____

Members present _____

Agenda item	Content points	Agenda item facilitator(s)
1. Welcome and introduction (3 minutes)	<ul style="list-style-type: none"> • Welcome each Keystoner to the group. • Review the purpose: to welcome new members and orient them to Keystone Club. 	
2. Community builder (10 minutes)	<ul style="list-style-type: none"> • Start with a community builder to get to know each other and have fun together (see Community Builders resource). 	
3. Orientation discussion (35 minutes)	<ul style="list-style-type: none"> • See Conversation Starters (page 3) for help facilitating the discussion. 	
4. Reflection (5 minutes)	<ul style="list-style-type: none"> • Discuss what happened in the meeting, how it felt, what you will do differently in the future. 	
5. Recognition (2 minutes)	<ul style="list-style-type: none"> • Congratulate each other on a successful orientation meeting! 	
6. Closing (5 minutes)	<ul style="list-style-type: none"> • Wrap up by setting a date and time for the first regular Keystone meeting. 	

Conversation Starters

An orientation welcomes new members and helps them learn the basics of membership. It also gives all Keystoners a chance to talk about interests and skills we hope to explore.

Goal of the Keystone program

The goal of Keystone is to help teens build leadership skills by designing and carrying out meaningful, real-world projects. Keystone Club has four key focus areas: academic success, career preparation, community service, teen outreach. Throughout the year, we'll do projects in each of these focus areas.

- What have you heard about Keystone Club?
- What is your understanding of the goal of Keystone?

Benefits of being a Keystoner

Being a member of Keystone Club—a “Keystoner”—means gaining leadership skills, getting to know other teens, giving back to the community, having fun as part of a team and doing something for the greater good.

- What do you hope to gain from being a Keystoner? (*possible responses: meeting new friends, having fun, working with a team toward a goal, building leadership skills, gaining confidence*)
- Your contributions can make a big difference in creating change at the Club, at school and in the community—what contributions do you hope to make to Keystone Club?

Commitments of membership

As members of Keystone Club, we commit to doing our best and giving it our all—which means attending meetings, arriving on time, following through on assigned tasks, putting in additional work as needed. Being a Keystoner also means setting a good example as a leader both in and beyond the clubhouse.

- What commitments are you willing to make as a member of Keystone Club?

Keystone Club name

A Club name is important because it builds an identity, communicates what we hope our Club will be about and creates a legacy for the future. Some other Keystone Club names are: “Future Leaders Keystone Club” or “Make a Difference Keystone Club.”

- What do you want your Keystone Club to be known for?
- How do you want to represent yourselves in your Boys & Girls Club and in the community?
- What is a goal you see for the Club?