

# Sample Agenda

## Getting Started - Sample Agenda for First Meeting

- Recruit volunteer to record minutes for the meeting

- Introductions

- Introduction to the Envirothon

  - .. - Canon Envirothon Video

  - .. - Q & A: What is the Envirothon?

- Establish an Envirothon Committee

  - .. - Committee Officers

  - .. - ADVISORY COMMITTEE (optional)

- Establish Subcommittees

  - .. - Public Relations

  - .. - Registration & Awards

  - .. - Resource

  - .. - Site

  - .. - Training & Testing

  - .. - Volunteer

- Determine Funding Needs

.. - Non-profit Status:

.. - e.g., Independent 501(C)3

.. - How to raise program funds

- Determine Competition Structure

.. - Half-Day Event?

.. - Two-Day Event?

.. - With oral presentations?

- Date for Next Meeting