



Sample First Meeting Agenda

Welcome & Introductions

- Introduction of members, leaders, guests
- Sign attendance sheet

About Dining for Women (FAQ document a great resource!)

- Introduction to DFW
 - Mission and Vision
 - Where we give – countries, programs, how much DFW has donated
 - How programs are chosen and why women and children internationally
 - Background – about founder Marsha
 - Philanthropic model – giving circles; dining out \$ concept
- Video clip: “Welcome to DFW” www.youtube.com/watch?v=THHsXDa3Sc8
 - Infrastructure
 - What is a chapter? How many chapters?
 - Chapters are supported by Mentors in regions throughout the country
 - Home office: Marsha is a volunteer, paid Executive Director and part-time employees
 - Annual Appeal – National Fundraising campaigns
 - DFW website: robust site with information on sponsored programs, chapters and events, women’s stories and media
 - Monthly member newsletter
 - Message reminder that we’re “Changing the world One dinner at a time!”

Chapter Announcements

- Meeting dates and times
- Request volunteers to host and present programs
- *DFW in the news!* (Publicity features – newsletter, blogs, local papers, etc)
- Other news

Educational Session

- Introduce featured program and share *Program Fact Sheet* information (highlight segments you feel are most important)
- Show video
- Lead discussion – *Food for Thought* provides ample discussion opportunities for your chapter.

Closing and Thank you’s

- Reminders – next month’s meeting, attendance sheet, hostess and presenter sign-ups
- Donation collection location
- Thank you’s to members, presentation volunteers, chefs

*Before your meal, whether before or after your meeting, share the **Dinner Affirmation**, which can be found on the Chapter Resource page on-line, under Connecting with Members.*

ALSO – take a picture of your chapter and send it with your story to DFW!!