



## Sample Regular Meeting Agenda

### Welcome & Introductions

- Introduction of members, leaders, guests
- Sign attendance sheet, name tags
- Brief introduction and history of DFW for new members or guests
- A reminder that we're "Changing the world .... One dinner at a time!"

### Chapter Announcements - See monthly "Chapter Leader Talking Points" on the Program page

- Request volunteers to host and present programs
- Financial report: chapter's previous month and YTD donations, DFW national donation totals for previous months, YTD donation totals, other significant totals to share
- National Fundraising campaign update, including Annual Appeal
- Fundraising opportunities
- *DFW in the news!* Publicity features – newsletter, blogs, local papers, etc
- Program Final Reports: bring attention to any programs that have submitted follow-up reporting
- 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
- Present any recently received program follow-up reports from previously supported projects and organizations (see newsletter or website)

### Closing and Thank You's

- Reminders – next month's meeting, sign 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.*