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.