

BACK TO SCHOOL

1. Welcome

- a. Introductions.
 - i. Introduce officers.
 - ii. Introduce advisor.
 - iii. Introduce guests.
- b. Icebreakers — [Check out these ideas to kick off the meeting.](#)

2. Old business

- a. Officer elections (if needed).
 - i. Watch [Key Club election video](#) to see what a typical election process looks like in a normal year.
 - ii. [Instructions](#) on how to conduct an election.
- b. Review last year.
 - i. What projects should be continued?
 - ii. Where did we leave things?

3. New business

- a. Watch [Key Club “Shoes” video](#). After watching, discuss the video with the club.
 - i. What ideas have come from this video?
 - ii. What do we see as our challenges for this club and school?
 - iii. Why do we exist as a club? What purpose do we serve?
 - iv. How does being part of a big service family feel?
- b. Community assessment
 - i. What community needs can we address as a Key Club this year?
- c. Brainstorm community assessment activities:
 - i. [Community assessment worksheet](#).
 - ii. [SWOT analysis example](#).
 - iii. [SWOT analysis worksheet](#).
- d. Challenge club members to invite at least one potential member to the next club meeting. Discuss other ways to recruit new members.
 - i. How can new members help us with service this year?
 - ii. How can we locate good potential members?
 - iii. [Recruitment flyer](#).

4. Adjournment and announcements

- a. Thank everyone for participating in Key Club this year.
- b. Announce next meeting time and date.