

Building Momentum Month by Month

1. **Monthly Action Sheet** - What purpose does a CCL Monthly Action Sheet serve for CCL USA?
2. **Group Leader Preface** - new tool available to help your group build its monthly agenda to align with the monthly action sheet and help activate other members.
3. **Small group exercise** - Get into a group of 6 and do a mock phone call to plan your monthly meeting.
 - a. One of you step up as pretend group leader of your pretend group.
 - b. The others step up as pretend chairpersons of the following committees: Lobbying, Media, Grassroots, Grasstops, and Group Development
 - c. As a team, use the Group Leader Preface sheet to build your monthly agenda
 - d. Sort out who is going to lead which section of the agenda. (Hint: you may want to assign the LTE action to your Media Committee Chairperson, etc.)
 - i. This person is going to lead that item on the agenda. They will recruit volunteers at the meeting and from the group roster to assist with implementing the action. For example, the Media Committee Chairperson will recruit folks to help write LTEs and the Media Committee Chairperson will encourage, guide, support those folks in writing their LTEs.
 - e. Determine if you have in your pretend chapter enough new people or people new to the HR 763 to warrant an additional agenda item covering the Bill. Determine who among you will lead that agenda item. That person can go to Community to find a video training to show at the chapter meeting.
 - f. Figure out where on Community each person can get the resources to build out their agenda item. (Hint: the action sheet has links to pages on Community!)
 - g. Figure out which of the monthly actions need volunteers, how many volunteers, doing what things.
 - h. Decide how you are going to collect the names of people in the meeting willing to volunteer for those actions. (sign up sheet that the GL/meeting facilitator passes around the room from the beginning of the meeting or networking recruiting time after the meeting or something else)
 - i. Decide how you are going to follow up with those volunteers to activate them in action over the next four weeks and who is going to do the follow up. (Hint: phone calls work best!)
 - j. Figure out who is going to file field reports on the completed actions for each lever.
 - k. Figure out how to incorporate a report on the actions accomplished in the next monthly meeting.