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| **ORGANIZING**  **CHECK-IN CALLS** |  | **WHO?**  (Note to Meeting Planner: *Insert who should participate in the calls.* For example, Union Executive Board Members, Organizing Committee, Campus Chairs, Site Reps, etc)  **AGENDA?**  **1. How many new members were recruited at your site?**  (Note to Meeting Planner: *Tailor this agenda question to the specific audience on the call. For example,* in your department? on your campus? at your school site?)  **2. How many current members recommitted to the union at your site?**  (Note to Meeting Planner: *Tailor this agenda question to the specific audience on the call. For example,* in your department? on your campus? at your school site?)  **3. Have you shared the new members & recommitted member info with \_\_\_\_?**  (Note to Meeting Planner: *Insert the point person for the project or the specific site coordinator)*  **4. What worked for recruitment? What didn’t work?**  **Contact?**  Name  Phone  Email |
| **WHEN?**  Day, Date, Time  Day, Date, Time  Day, Date, Time  Day, Date, Time  **WHERE?**  Dial-In Number : XXX-XXX-XXXX  Passcode: XXXXXX  **WHY?**  1. Coordinate our efforts ahead of Janus.  2. Encourage each other and share tips.  3. Set clear recruitment goals and plans. |  |