

# Service Coalition Meeting

## Sample Facilitation Guide

### Goals of the Meeting

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1. Each student will have a better understanding of civic engagement on their campus, and why student leadership is essential to increase campus-wide engagement.
2. Each student will have the opportunity to provide feedback on the strategy created by the Learning Community campus staff. By keeping the meeting open for feedback, students will feel ownership over their coalition as well.
3. Students will leave with a clear idea of expectations and steps to move forward.

### Meeting Agenda

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10 min	Welcome
25 min	Background
10 min	Expectations and Benefits
10 min	Next Steps

### Welcome (10 min)

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#### **Introductions**

- Learning Community team members (staff, faculty, partners, students) will introduce themselves
- Service Coalition will introduce themselves
- At this time, a short icebreaker may be useful to get the participants to know each other. This could be as simple as:
  - During introductions, each student says their name, year, major, their organization, and what role service plays in their organization.

#### **Overview of the Day**

Go over the agenda for the day, so that participants have an idea of what the meeting looks like.

### Background (25 minutes)

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Have each participant brainstorm for a minute about what their organization contributes to the campus culture. What is their role? Who is their audience? After a minute of brainstorming, have each participant share. (10 minutes)

After everyone has shared, share your own vision of what civic engagement contributes to the campus culture. Why is it important?

*e.g. Thank you for sharing how your organization contributes to campus culture. Though civic engagement itself is not a campus organization, I believe that service is a crucial cornerstone of our institution. Our university has its own campus community, but it is also a part of a much larger community. By connecting the university experience with the local community, I believe that students will find that there are many intersections, which will enhance their college experience tremendously.*

Connect this vision of service with each of the campus organizations:

*e.g. That is why we gathered you here today. As student leaders from your organizations, you already contribute significantly to the campus culture. It is only with your student leadership that civic engagement can become a larger part of our campus culture.*

Share your tactics for increasing civic engagement on campus, and explain the context and rationale behind each choice. Then, explain how the role of this student coalition in making these goals happen. If possible, use a presentation for visual representation. (10 minutes)

Invite feedback from the participants. Do they agree with the tactics chosen? Do they have other ideas? Do they buy into the idea? (5 minutes)

## Expectations and Benefits (10 minutes)

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The goal of this section is to come to a consensus about the Service Coalition role and expectations.

After sharing and getting feedback on the vision for increasing campus-wide engagement, what are the expectations of being a member of this coalition?

Here are a few possible points to discuss and clarify together:

- What will your service coalition be named?
- How often will you meet?
- Who will facilitate meetings?
- Should you elect a group representative?

Acknowledge that this is an additional role that you are asking these students to play. However, also explain how being a part of this coalition is beneficial to them. You could even have them brainstorm these ideas themselves first.

Depending on your particular coalition and strategy, these may change, but here are a few sample benefits:

- You'll be a part of a forum for sharing ideas, advice, and feedback for your organization.
- You'll have access to student leadership, resources, and staff insight from across campus.

- You'll be a part of a collaborative space, where ideas can be amplified by working with other students.

## Next Steps (10 minutes)

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Now that you have established background knowledge driving the initiative and created clear expectations for the coalition, now is the time to figure out the direct next steps to move forward.

Discuss action steps that may be done within the next 2-3 weeks:

- When is the next meeting?
- What should participants come prepared with for the next meeting?
- Who do participants need to contact?
- What is the action plan?
- Who is responsible for following up with the coalition?

After discussing next steps, thank everyone for attending the meeting and for their participation.