

HOW TO PLAN YOUR YEAR

First_3_Meetings.exe

First Three Meetings

The first three meetings of the year will be facilitated by the Faculty Advisor, to ensure no specific club members are implied to hold leadership positions before elections are held. These first few sessions will serve to orient the chapter to OFSMS and the mission of the program, and coordinate chapter-specific details that will affect the course of the year, such as the Executive Committee elections and group norms for dialogue. Following the third session, the President and Vice President are expected to plan and lead the remainder of meetings. You can find agendas for these first three meetings below:

Meeting_1_Agenda.exe

Meeting 1 Agenda

Meeting_2_Agenda.exe

Meeting 2 Agenda

Meeting_3_Agenda.exe

Meeting 3 Agenda

Primary_Resources.exe

Primary Resources

Activity_Bank.exe

Activity Bank

A full list of activities designed by the team at the Organization for Social Media Safety, organized by type, including: Discussion, Creativity / Production, Community Engagement, and Peer Learning & Mentorship. These include the recommended time allotted for each activity, any relevant content warnings, and variations to adapt to your specific club's needs.

Run_of_Year.exe

Run of Year

A suggested schedule of activities, organized by theme throughout the school year. This allows our national club network to maintain a consistent, shared thematic focus each month.

Meeting_Agenda_Template.exe

Meeting Agenda Template

An untimed template you can use to plan each meeting session.

Facilitation

Club meetings are facilitated by the President and/or Vice President of the school chapter. Facilitators are expected to read activity guides in full, and fully consume any relevant materials (for example, a primer article, a video the group will watch, etc.) before hosting a meeting. Some activities may contain content that is sensitive or triggering for certain members. School counselors should be present, not as attendees but as mandatory reporters and trustworthy support, for any situations or disclosures that may arise during the course of a meeting that tackles a particularly sensitive topic. Faculty advisors also serve as mandatory reporters – club members should fully understand what this means at the start of the year.

Planning Process

Step 1

Check the **Run of Year** and see which activities are recommended for the current time of year.

Step 2

Read through the recommended activities in the **Activity Bank** and decide which to include in each session.

Step 3

For each session, use the **Meeting Agenda Template** to plan. If you need to follow up on an activity from a previous session, balance the Previous Business segment and the Main Activity segment to ensure you don't overextend your time.

Support

If you're looking for support as you plan your year or specific sessions, feel free to reach out to your Faculty Advisor for help. If you have content concerns about any of our activities, please reach out to your OFSMS point of contact.

If your chapter is tackling a particularly difficult or sensitive topic, inviting your counselor to attend in an observational, support-only capacity is always a good idea. They can reach out to specific students or your faculty advisor to coordinate further support after the session.