



# STARTING A PRO-LIFE CLUB



**Now that you** are excited about spreading the pro-life message, it's time to get started. Gather a few fellow students who share your convictions and are willing to help you get the club off the ground.

Ask a teacher or a coach if he or she would be willing to be your club moderator. Being a moderator means that he or she may need to attend all club and officers meetings. But make it clear that you, the students, will handle the majority of the club's tasks.

Next, contact the administration to learn what steps you need to take to be an officially recognized club. It is important to comply with school club rules. Your club can achieve maximum effect by staying in good standing with the administration.

Once you are recognized as an official club by the administration, gather with your interested classmates and moderator for the first **FOUNDERS MEETING**.

## **FOUNDERS MEETING**

### **PURPOSE:**

To gather with your interested classmates and moderator to discuss what you would like to achieve as a club.

### **To Do:**

1. Begin with prayer (*see Chapter 8: Prayers and Icebreakers*).
2. Assign someone to take notes, also known as minutes.
3. Talk about the purpose and goals of your club.
4. Write a mission statement that clearly reflects the purpose and goals of your club.

5. Decide on a name for your club.
6. Select the dates and times for future meetings.
7. Prepare for your **FIRST CLUB MEETING** by reading through the section below.

## FIRST CLUB MEETING

### PURPOSE:

Your **FIRST CLUB MEETING**, which is open to anyone interested in attending, is meant to share the vision of your pro-life club. This is also a great time to get input from interested students and get them excited about the upcoming year. Be sure to announce that at the **SECOND CLUB MEETING** there will be nominations and elections of officers. It is important that they attend the **SECOND CLUB MEETING** to run for office or vote.

### To Do:

1. Advertise (*see Chapter 5: Advertising*).
2. Assign one of the Founders to record minutes.
3. Assign someone to prepare the agenda. The agenda should include the purpose of the meeting, the dates, times and locations of future meetings, your mission statement and the names and phone numbers of the founders and your moderator.
4. As students arrive, have each person sign in. Hand out the meeting agenda and serve pizza & pop.
5. Begin with prayer (*see Chapter 8: Prayers and Icebreakers*).
6. Have the students participate in an icebreaker (*see Chapter 8: Prayers and Icebreakers*).
7. Share your vision of the club and read your mission statement.
8. Announce upcoming elections & explain the duties and responsibilities of the officers:

**PRESIDENT:** Run meetings & keep order. Create and distribute agendas for each meeting. Attend all **OFFICERS AND CLUB MEETINGS**. Welcome new members at each meeting.

**VICE PRESIDENT:** Perform duties of President in his absence. Attend all **OFFICERS AND CLUB MEETINGS**. Help other officers when necessary.

**SECRETARY:** Take attendance and minutes at each meeting (your school administration may require you to submit copies). Keep a file on all events, activities and flyers. Attend all **OFFICERS AND CLUB MEETINGS**.

**TREASURER:** Keep tabs on all monies and expenditures. Attend all **OFFICERS AND CLUB MEETINGS**.

**PUBLIC RELATIONS:** Oversee advertising (*see Chapter 5: Advertising*). Recruit people to help make contacts. Attend all **OFFICERS AND CLUB MEETINGS**. (It is possible to have more than one person in this position.)

9. Announce dates, times, and locations of future meetings.

## **FINAL FOUNDERS MEETING**

### **PURPOSE:**

This is the last **FOUNDERS MEETING**. After elections, the newly elected will have **OFFICERS MEETINGS** instead.

### **To Do:**

1. Begin with prayer.
2. Go over minutes from the **FIRST CLUB MEETING**.
3. Set the agenda for **SECOND CLUB MEETING** (*read over the **SECOND CLUB MEETING** section below*) & assign someone to present a Life Topic (*see Chapter 3: Life Topics*).
4. Assign someone to call or e-mail new members to remind them of the **SECOND CLUB MEETING**.
5. Prepare for elections (make ballots, etc).
6. Assign someone to advertise the **SECOND CLUB MEETING** (*see Chapter 5: Advertising*).

## **SECOND CLUB MEETING**

### **PURPOSE:**

At the **SECOND CLUB MEETING** you will elect officers, attend to Old and New Business, and present a Life Topic.

### **To Do:**

1. Have each person sign in.
2. Hand out the agenda.
3. Begin with prayer.
4. Have students nominate candidates.
5. Elect officers (have someone tally votes while the rest of the meeting is conducted).

6. Cover Old Business—*e.g.*, what was discussed or decided at the **FIRST CLUB MEETING**.
7. Attend to New Business such as upcoming events or activities.
8. Have assigned person present a Life Topic.
9. Assign someone to present a Life Topic for the next meeting.
10. Announce election results.
11. Announce next meeting.

## OFFICERS MEETING(S)

### PURPOSE:

This is your first official **OFFICERS MEETING**. It is important that the officers meet *before* each club meeting to ensure organized and productive **CLUB MEETINGS**. Try to keep **OFFICERS MEETINGS** to no more than 30 minutes.

### To Do:

1. Begin with prayer.
2. Go over minutes from **FIRST CLUB MEETING**.
3. Have each officer give a report. (For example, the Treasurer would report how much money was brought in from the Pro-Life Bake Sale and whether or not that would cover the cost of some literature for Pro-Life Week.)
4. Set the agenda for the next meeting (*see FUTURE CLUB MEETINGS page 9*).

## FUTURE OFFICERS MEETINGS

### PURPOSE:

To gather with Club Officers in order to discuss past meetings and events and to plan upcoming meetings and events.

### To Do:

1. Prayer.
2. Committee/Officers Reports.
3. Old Business.
4. New Business.
5. Announcements.
6. Date and time for next meeting.

## **FUTURE CLUB MEETINGS:**

**PURPOSE:**

To gather with Club Members in order to educate, build community and spread the pro-life message.

**To Do:**

1. Have each person sign in.
2. Hand out the agenda.
3. Begin with prayer.
4. Old Business.
5. New Business.
6. Have assigned person present a Life Topic.
7. Assign someone to present a Life Topic for the next meeting.
8. Announce next meeting.