

SAMPLE TEEN ADVISORY BOARD AGENDAS

Sample Agenda 1

Date: December 28, 2:00 p.m.

1. Board purpose and introductions/icebreaker
2. Name for the board
3. Board officers and their roles
4. Ground rules
5. Teen space
6. Ideas for January
7. Fund-raising ideas
8. Handouts
9. Establish monthly meeting dates

Sample Agenda 2

Date: January 12, 3:30 p.m.

1. Icebreaker
2. National Hobby Month: Origami project
3. February ideas; contest/drawing/prizes
 - Presidents' Day: match presidents with their pets
 - Valentine's Day: match love songs with singers
 - Black History Month: match photos and names with accomplishments
 - Chinese New Year: Chinese horoscopes or haiku contest
4. Name and rules for teen space
5. Painting and decorating
6. Calendar/next meeting

Sample Agenda 3

Date: May 11, 3:30 p.m.

1. Budget update
2. Teen space additions (TV/DVD player)

3. Fund-raisers/activities:

Donation drive for the humane society

Summer fund-raisers (ideas: booth at Thompson's, car wash, bake sale)

4. Teen Summer Program/other incentives
5. Mother's Day craft

Sample Agenda 4

Date: October 25, 3:30 p.m.

1. Welcome and introductions/select next chairs
2. Budget (\$878.18)
3. Fund-raisers/activities:
 - Holiday fund-raiser—cookie mixes in a jar
 - Assign ingredients: who can bring an ingredient?
 - Begin assembling November 16th (no school)
 - Begin selling December 1st
 - Activities up to next meeting
 - Read & Feed (10/30)
 - Popcorn and movie (11/16) NO SCHOOL
 - TABOO meeting (11/29)
4. Volunteer opportunities
 - We need people to help assemble the cookie mix in the jars on November 16th
 - Thanks to those who helped with the book sale setup and to those who are helping Mrs. Spice with the Halloween party tomorrow
5. New business
 - Leadership and responsibility
6. Other business
7. Next meeting (November 29th at 3:30 p.m.)

Courtesy of the Farnsworth (Wisconsin) Public Library's TABOO group