SENIA YOUTH INCLUSION CLUB ORGANISER

A PACKET OF TOOLS FOR STARTING AN INCLUSION CLUB

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Hello! If you are here, you probably are interested in starting an inclusion club at your institution and joining SENIA Youth, a youth-led organization dedicated to advocating for and fostering the inclusion of the differently abled. This organizational packet, which you can easily print out or electronically edit, will provide you with valuable tools and worksheets that you can use to construct and run your inclusion club! In this packet, you will find:

Inclusion club name:

School/Institution:

Leader(s) of club:

Adult supervisor (if applicable):

Place and time of club meetings:

Every inclusion club should set the roles and responsibilities of the club leaders. As the titles and leadership roles in each club differ, we have provided a SAMPLE organizational table for the **general leadership roles** within a club.

ROLE	NAME	ROLES WITHIN CLUB
President		Example: calling and leading meetings, oversee club activities, initiatives
Vice President		Example: Assume responsibilities of president when they are absent, assist president
Secretary		Example: Maintain club attendance, membership information, and record club meeting notes
Treasurer		Example: Manage money-related matters, help organize fundraisers

Meeting Agenda/Activity Planner

This document can be used as a guide to help you plan your meetings/activity and maximize club impact!

Upcoming activities and events to plan for	Event constitution/details (time, place, resources, etc.)	To do list (logistics, people to contact, responsibilities to delegate etc.)

A general format of talking about your upcoming initiatives during club meetings:
- The composition of the event:
  - Who, What, When, Where, How
  - What the purpose of this event is and what are you goals?
  - How does this event help fulfill your mission as a club?
- To do list: outline the steps that the club needs to take to initiate this activity.
  - Responsibilities of club members and leaders for steps: logistics, event promotion, etc.

EXAMPLE OF CLUB MEETING AGENDA: REMEMBER TO SET GOALS FOR EACH CLUB MEETING!
1. Attendance of club members, meeting called to order
2. Briefly outline the agenda for meeting and goal of meeting: to announce and plan for Tri Kids
3. UPCOMING ACTIVITY: Tri Kids Triathlon
   a. COMPOSITION OF EVENT
      i. Will occur on the X date, is hosted by X organisation, will happen at the X (place) at (X time), and the XXX Inclusion club will participate by XXXX
      ii. The purpose and goals of this event is to foster the inclusion of the special needs children at ISB and transform the Tri kids triathlon to be more inclusion-oriented.
      iii. This event addresses the "fostering inclusion" and "supporting those with special needs" aspect.
   b. TO DO LIST
      i. Talk to XXX teacher about participation of special needs kids, parental permission, extra support needed for individual kids, pre-triathlon meet up to familiarize members with kids.
      ii. Sign up of members to be partners with the kids
      iii. Photographers/videographers of event and social media publicist
4. Summary of club meeting agenda, reiterate the members' responsibilities, dismiss meeting

Semester Plan

By staying organized, your club can ensure maximum effectiveness and impact. Plan ahead and set the activity dates and goals for each semester by using this semester planning document. Include event details and requirements for initiation.

Goals for Semester:
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Event and Date	Who, What, When, Why, How	TO DO LIST/ requirements for initiation

MONTH TWO

Event and Date	Who, What, When, Why, How	TO DO LIST/ requirements for initiation

MONTH THREE

Event and Date	Who, What, When, Why, How	TO DO LIST/ requirements for initiation

MONTH FOUR

Event and Date	Who, What, When, Why, How	TO DO LIST/ requirements for initiation