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**STAFF GROWTH PLANNING CONFERENCE MEETING NOTICE**

 **Sample**

Date:

To: Professional Staff

 From:

 Subject: Council Staff Growth Planning Conference

PLANNING STEPS FOR ALL STAFF MEMBERS:

Your *2019 Council and District Growth Plan Workbook,* with its facts and analysis, will prepare you to participate in our council staff growth conference. Please review the nine steps to success on page 2 of the workbook when preparing for the conference.

In order to be ready for our conference, you will need to bring the following:

1. Field book
2. *2019 Council and District Growth Plan Workbook,* completed with (specify which tables you want completed before participants arrive)
3. Personal smart goals for the past year and a draft of next year’s
4. New-unit chart with current prospects
5. District map pinpointing current units, groups, geographic school district lines, and other logical boundaries
6. Completed Membership Growth Opportunity worksheets
7. Total district membership projections filled out for at least the past 12 months
8. Total district unit projections
9. List of current chartered organizations and the units chartered to each
10. List of units identified in poor health as a part of the last unit health review from the membership validation process
11. District organization chart: evaluate volunteer leadership
12. Community Organizational Survey Worksheet, No. 522-222
13. Charter renewal schedule for the next two months
14. Personal and district calendar
15. Calculator, pencils, pens, paper, ruler, etc.