**FIRST YEAR PLAN**

**Organization Name**

***The First Year Plan outlines your organization’s monthly plans during the first full year of your organization’s active status. To begin, set at least two goals for each semester. Next, break down what your organization will specifically be doing to achieve those goals throughout your first year. Below are some examples of what an organization might be doing each month. Please delete the template content and add your own.***

**STARBUCKS COFFEE CLUB – FIRST YEAR PLAN**

***FALL SEMESTER GOAL(S):***

1. Goal 1 (e.g., increase membership by 5 new members)
2. Goal 2 (e.g., host 1 major event by December)

**September**

* Monthly meeting- Icebreakers/team builders, review RooConnect, discuss recruitment ideas
* Participate in the Fall Involvement Fair via RooConnect
* Tabling bi-weekly for new membership
* Complete room reservations for the semester to ensure meeting space
* Hold executive board meeting

**October**

* Participate in Make a Difference Day and at least 2 other campus events
* Monthly meeting – Promote organization via social media and have each current member bring one friend
* Pass out candy at Trunk or Treat (program sponsored by serveAkron)
* Hold executive board meeting

**November**

* Monthly meeting – discuss community service options via outreach to local agencies
* Executive board meeting topic: Spring Semester Goals
* Host an executive board retreat

**December**

* Engage in a community service project
* Monthly meeting – holiday party!
* Reserve spaces for spring semester tabling and meetings

***SPRING SEMESTER GOAL(S):***

1. Goal 1 (e.g., travel to conference in April)
2. Goal 2 (e.g., collectively complete 150 service hours as an organization)

**January**

* Apply for the Spring Involvement Fair via RooConnect
* Complete room reservations for the semester to ensure meeting space
* Monthly meeting – brainstorm additional ideas for Starbucks event
* Outreach to Starbucks employees for on-campus event, reserve room, request marketing, & complete the Contract Request Form

**February**

* Participate in the Spring Involvement Fair
* Monthly meeting - finalize plans for Starbucks event
* LIFE Awards Applications – upcoming deadline
* Distribute marketing for event via posters, fliers, RooConnect, Zipmail, etc.

**March**

* Host the Starbucks event
* Executive Board Meeting Topics: Upcoming Elections
* Promote upcoming elections to general members
* Monthly meeting – review Starbucks event and begin preparing for officer elections

**April**

* Monthly meeting – officer elections
* Hold Officer Elections for the next academic year
* Service Opportunity during National Volunteer Week

**May**

* Current officers will meet with newly elected officers to review transition materials
* Monthly meeting – First meeting with the newly elected officers, review of the year, plans for the summer and following school year
* Update organization’s RooConnect account with new officer information

**June**

* Complete registration steps for the fall
* Research event, travel, and community service events for the fall
* Complete RooFest form and Pod Space form via RooConnect
* Create social media plan for the next academic year to gain new followers

**July**

* Continue researching ideas for the fall
* Continue social media promotion to recruit new members

**August**

* Purchase items for giveaways at RooFest
* Table at RooFest
* Plan first meeting of the semester with executive board

**September**

* Monthly meetings start – icebreakers/team builders, review semester goals, set new goals, events, etc.