

**Organizing Meeting - Checklist**

I. Before Organizing Meeting

1. Schedule Date, Time and Location for Organizing Meeting

2. Prepare and Print out “Organizing Meeting – Script”

3. Make copies of

 a. TDC Rules and Code of Conduct

 b. TDC - Sign-Up Sheet

 c. TDC – Fundraising Letter

 d. TDC – Fundraising Form

 e. TDC- Schedule

 f. TDC – Shelters

 g. TDC – Blogging

 h. TDC – Randomizing Your Income

4. Prepare Materials

 A. Clipboard (4)

 B. Pens (4)

 C. Copies

5. Execute Organizing Meeting

II. After Organizing Meeting

1. Use “TDC-Sign Up Sheet” to add to your “TDC- Email Distribution List”

2. Randomly sort participants into Households.

3. Follow up with “TDC-Households” Email