Check list for Study Group Coordinators

1. At the first meeting, please welcome everyone and introduce the speaker/presenter: a short bio or brief overview of the study group.
3. Each session, call the group to order and:
   - ask if any announcements
   - thank the people who brought refreshments
   - remind the next week volunteers
4. Name tags – Remind members to wear their name tags.
5. Check to see if there is a donation basket or bowl on the refreshment table.
6. Call the break if the speaker does not.
7. Call the end of the break.
8. Collect $$ in the basket to deliver to the Treasurer.
9. Call the end of the class.
10. Keep a copy of the attendance sheet at home with names and phone numbers. The coordinator does the notification if class is moved/cancelled. If you would like, get help with this.
11. Write a piece for the newsletter – include a picture if you can. Send it to Jeri Durant (or Nancy Pitkin)