

**2018 Schedule Template**

***Chapter Leadership Teams will divide up months and commit to HOST***

* **Co-Leader Host is responsible for:**
  + Finding a Monthly Chick Leader (Monthly Workshop Leader) for months she is the co-leader host
  + Walking Chick Leader through the process of understanding her responsibilities (responsibilities on chapter’s website on the ‘How We Serve’ Page)
  + Ensuring the Chick Leader doesn’t bail out by following the ‘Engaging Monthly Leader’ protocol located on the Chicktime Training tab on the Leader Resource menu at Chicktime.com
  + Attend the events she has committed to host and provide a back-up activity if needed.

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| Chicktime Date | Co-Leader Host | Chick Leader (Monthly Leader) | Activity |
| January |  |  |  |
| February |  |  |  |
| March |  |  |  |
| April |  |  |  |
| May |  |  |  |
| June |  |  |  |
| July |  |  |  |
| August |  |  |  |
| September |  |  |  |
| October |  |  |  |
| November |  |  |  |
| December |  |  |  |

* **Annual Leader Drive** in October will ensure your calendar is full for the following year before the busy holiday season arrives. It is a fun process and extremely effective.
  + September: Begin signing up as many Chick Leaders as possible. This is VERY important!!!
  + Week 1: Meet as a team the first week in October and talk through who has signed up, and who you each plan to call and invite to lead. Elect a facilitator for the Annual Leader Drive. Make calls the first week and group text as soon as you have commitments so everyone knows which months are taken minute by minute. The Facilitator should update this sheet and send it out to leaders throughout the call week to keep everyone on track.
  + Week 2: Continue making calls, dig deep! At end of week two finalize committed months and assign Co-Leader Hosts to months (it makes most sense for the co-leaders to host the months their friends/contacts are leading). Facilitator types up list and distributes to co-leaders.
  + Week 3: Facilitator begins a lively series of emails to volunteers in your CRM database. (Templates are located on the website under Leader Resources, you may personalize them). As Chick Leaders (Workshop Leaders) sign up for months, the updates should be included in follow up emails.
  + Week 4: Your 2018 template should be turned in by this week to [admin@chicktime.com](mailto:admin@chicktime.com) and the events should be added to your Chicktime calendar. If you need a personalized training, please contact [admin@chicktime.com](mailto:admin@chicktime.com) today! Monthly leader gifts will be given to each chapter who completes 2018 Leaders Drive by 10/31/2018.
  + \*\*\*\*Your chapter will meet for their regular October Chicktime event, use this opportunity to ENCOURAGE sign ups, make a STRONG plea that without workshop leaders there wouldn’t be Chicktime because we would all burn out!!