



2022 Schedule Template

*Due **NO LATER than Oct, 31, 2021** in order to remain on our Established Chapter List for 2021*

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

Chicktime Date	Co-Leader Host	Workshop Leader	Activity
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

- **Annual Leader Drive** in September/October will ensure your calendar is full for the following year before the busy holiday season arrives. Many chapters have their own process to get their Annual Schedule easily filled and we recommend you follow your proven processes. This is the process we have used in the Canyon Lake chapter for many years, It works well and takes a few days to facilitate. It is a fun process and extremely effective.

Recommended Process

- Step 1: Sometime in September, Managing Leader sends last year’s event schedule to your leader group text and see if anyone needs to switch the months they are co-leader host or if the co-leader hosts will remain the same for 2021. *Hint, visit your chapter’s EVENT page and take a screenshot of your 2020 Schedule on your phone and text that to the group.
- Step 2: Ask co-leaders to confirm their workshop leaders and activities for 2021 by suggesting they reach out to their workshop leaders in 2020 and see if they are on board for the same month/same activity for 2021. If not ask co-leaders to recruit a new workshop leader for the months they are responsible for. Make sure to stay on top of it and set goals to move through this process quickly. It should take 1 week max. Most of the schedule is typically filled the 1st day because most workshop leaders are happy to lead every year.
- Step 3: Fill out this worksheet, the 2021 Schedule Template and email it to Donnette or Heather (your chapter mentor) as soon as it is complete. Earlier is better, we suggest by the end of September but no later than Oct. 31, 2020
- Step 4: Update your calendar at Chicktime.com (Eventkeeper). If you need a refresher or 1-on-1 coaching reach out to your chapter mentor (Donnette or Heather). Sooner is better but your Eventkeeper calendars at Chicktime.com need to be updated no later than Oct. 31, 2020