



**DELTA CHARITY
ORGANIZATION**

WE'RE MAKING A DIFFERENCE

DCO GENERAL MEETING AGENDA TEMPLATE

Please note that this is our goal for most meetings. Times and events may change at the discretion of the Board of Directors. Please strive to be on time, as we will strive to keep the meeting rolling, concise and meaningful.

3:00

MEETING TO COMMENCE

2:45 – 3:00

- Set up room by designated grade level students
- Sign off on Service Time Cards (out in hallway, upon entering the room. If student is designated to set up, be sure to arrive right at 2:45)

3:00-3:15

- Student grade levels begin meeting as student officers exercise their roles (supervised by GLLs)

3:15 – 3:30

- Announcements

3:30 – 4:00

- Speaker

4:00 – 4:30

- Service Project

4:30 – 4:45

- Take down room by designated grade level students
- All members to clean up room
- Sign off on Service Time Cards out in the hallway upon exit

4:45

MEETING TO ADJOURN