

5 Steps To Plan Your Year

Prepare for a great year by planning out your events and activities and organizing everything on a calendar.

1. Start by buying or printing off a calendar. You can print off the SFLA calendar page and simply write in the dates for each month. Look up your **university calendar** which should have dates for the first and last day of classes each semester, dates for final exams, days off and special university events. Mark all of these dates on your group calendar so that there won't be any conflicts with the activities you schedule. Also look up **local pro-life organizations** and list their events on your calendar. You may want to attend or volunteer at these events.

2. Brainstorm event ideas and make a list of events to do during the year. Then place those events on the calendar. Plan a mix of bigger and smaller events. Set a goal of having an activity each week (in addition to the weekly meetings) and doing one big event each semester. Remember to give your group time to advertise a speaking event and choose a good recruitment event for early in the semester. Use the SFLA activism handbook and activity guides for ideas and for help planning.

3. Schedule regular recruitment efforts, meetings, volunteer opportunities and social events. Use the SFLA Recruitment guide to formulate an effective recruitment strategy. Schedule these recruitment efforts on your calendar at least twice a month to make sure that this important work is not overlooked or neglected. Also put your meeting dates on the calendar. Your group should plan to have **regular weekly meetings** on a set day at a set time and location. If you have additional meetings write those in as well. Your group should be **regularly involved in volunteering** at a local pregnancy resource center or right to life organization and in sidewalk counseling or holding vigils at an abortion clinic. Plan regular social events to spend fun time together.

4. Discuss this calendar at your first meeting of the year. Go through the event ideas and talk about the work required for each one. Ask for comments, ideas or suggestions from your group. Make any changes, additions or deletions as needed and then start working to make the events you have planned happen. Assign a member to be in charge of coordinating each event and assign specific tasks to individuals.

5. Refer back to this calendar throughout the year. Use it to plan your budget. Plan backwards from the date that you have chosen for an event to determine when you need to make certain preparations. For example, if the university requires you to reserve space for an event a month before, mark that in the calendar so you don't miss it.

