

Sample College Visit Family Meeting Agenda

Please copy/paste the below text into a Word document or an email to personalize it.

Welcome to the < Insert Club name> College Visit Family Meeting!

<Insert the College/University name> College Visit

<Insert Date, Location, Name(s) of Presenters>

Tentative Agenda (finalized on the date of the event):

- **6:00-6:10 p.m.** Welcome, refreshments and introductions
- **6:10-6:20 p.m.** Boys & Girls Club Overview
 - › Goals, schools/grades served, services available
 - › Student and family Boys & Girl Club story
- **6:20-6:45 p.m.** College Visit Overview
 - › Purpose, date, location, transportation, lunch, tentative agenda with pickup and drop-off times (overnight info included here, if applicable)
 - › Expectations for students, families and Boys & Girls Club coordinator/chaperones
 - › Chaperone/family participation info
- **6:45-7:00 p.m.** Q&A and signing permissions slips with individual meetings, if needed