CLPP Student Group Co-Coordinator
Monthly Goals and Workplan 2017-2018

ORIENTATION
AUGUST

Goals
• Build working relationship with co-SGC, Student Group and Campus Programming Intern, and CLPP staff
  o Personal strengths, leadership styles, skills, experiences, goals
  o Job expectations
  o Needs around communication and how to work together effectively
• Orientation to CLPP program goals, staff, and office, and to Hampshire community programs

Workplan
• Meet with co-SGC in person or over phone/skype
• Review work plan with supervisor
• In person orientation meetings at the CLPP office

SEPTEMBER

Goals:
• Build new relationships with Five College community members, groups, organizations; sustain previous relationships
• Finalize plans for Student Group and campus events
• Begin conference planning work with the CLPP staff

Workplan
• Review draft plans and documentation from previous year’s SGCs and student group
• Plan & begin facilitating Student Group meetings for the semester
  o Make plans for social media use (Facebook group, Twitter, blogging, etc.)
    ▪ Social media updates and outreach
  o Outreach for fall student leaders (workshop facilitators, etc.)
  o Maintain records of student group attendance and participation
  o Open planning meeting with student group
• Update Student Group bulletin board
• Make plans for Fall programming and events
• Participate in planning and actualization of CLPP semester kick-off event, TBD
• Table at Hampshire & Five College events
Host an intro to CLPP/intro to reproductive justice workshop
• Work with CLPP staff to finalize fall plans
• Flyering for programs

OCTOBER – NOVEMBER

Goals:
• Build new relationships with Five College community members, groups, organizations; sustain previous relationships
• Plan and facilitate Student Group and campus events
• Support community events and actions that advance reproductive justice
• Participate in conference planning
• Work with CLPP staff to coordinate conference planning sessions for students, staff, and faculty
• Get the student group ready for spring conference organizing
• Evaluate events / actions

Sample Activities:
• Support students in developing and hosting reproductive justice workshops
• Host campus event, i.e. community workshop or panel
• Host Activist Institute
• Conference planning meetings for student group
• Revamp spring committee descriptions
• Support students in writing up CEL proposals
• Social media updates and outreach
• Document activities (photos, video, blogging, tweeting, etc.)
• Represent student group in conference planning meetings; contribute to conference brainstorms and evaluating conference proposals
• Begin outreach for spring committee co-chairs
• Maintain records of student group attendance and participation
• Distribute / collect / process evaluations at events / actions

DECEMBER

Goals:
• Close out the semester in meaningful/celebratory way
• Participate in conference planning
• Get the student group ready for spring conference organizing
• Evaluate fall programming

Sample Activities:
End of semester event
Online / written evaluation to students who have participated in fall events / actions
Represent student group in conference planning meetings
Maintain records of student group attendance and participation; document the semester’s work
Document and reflect on your work as an SGC / mid year evaluation

JANUARY

Goals:
• Ramp up for spring conference organizing
• Finalize outreach for committee co-chairs
• Build new relationships with Five College community members, groups, organizations; sustain previous relationships
• Participate in conference planning

Sample Activities:
• Finalize spring committee co-chairs and begin orienting them
• Finalize committee plans with co-chairs
• Outreach and preparation for spring student group organizing
• Represent student group in conference planning meetings
• Draft conference workshop / session descriptions
• Maintain records of student group attendance and participation

FEBRUARY – MARCH

Goals:
• Build new relationships with Five College community members, groups, organizations; sustain previous relationships
• Participate in conference planning
• Oversee student group committee organizing and support co-chairs
• Be active agents in facilitating communication between student group and staff
• Facilitate Five College reproductive and social justice activism, engagement, and action
• Facilitate communication between and among student group members

Sample Activities:
• Support conference logistics organizing
• Plan and facilitate weekly student group organizing meetings and activities; conduct all meeting logistics (ordering food, making sure supplies are available, etc.)
• Support local conference outreach
• Facilitate t-shirt/tote design and ordering process
• Facilitate collaborative effort for conference mix CD / playlist
• Volunteer outreach for conference weekend tasks
• Finalize conference workshop / session descriptions
• Document work of student group
• Outreach for new student group members
• Support / sustain current student group members
• Maintain records of student group attendance and participation and document group work
• Provide opportunities for students to share their organizing work / progress
• Distribute meeting notes
• Facilitate regular check-ins with committee co-chairs

APRIL

Goals:
• Finalize all organizing for conference
• Hold an awesome conference!
• Support conference wrap up
• Begin wrap up and evaluation of student group
• Celebrate conference success!

Sample Activities:
• Finalize all conference weekend volunteer shifts
• Provide on-site support for all committee work conference weekend
• Emcee Saturday Plenary at conference
• Help with set up and clean up before, during and after conference
• Send thank you notes and gifts to student group members & volunteers
• Plan and host a post-conference celebration
• Plan and facilitate post-conference student group debrief and committee debriefs
• Participate in CLPP staff conference debriefs
• Conduct debriefs with all committee co-chairs
• Online / written evaluation to students who have participated in spring meetings
MAY

Goals:

• Wrap up the year
• Sustain relationships
• Evaluate year’s programming

Sample Activities:

• Document and reflect on your work as an SGC / end of year evaluation
• Organize all student group files and work for use by future groups & coordinators
• Support conference wrap up of processing conference evaluations
• Finish conducting debriefs with all committee co-chairs
• Online / written evaluation to students