Student Group Coordinator
MONTHLY GOALS

The CLPP Student Organizing Group consists of activists from the Five Colleges and broader community who want to develop their skills to organize for reproductive and social justice. During the Fall semester, the CLPP Student Group participates in reproductive justice trainings, meets regularly to dialogue and discuss current issues, and takes an active role in organizing CLPP events. During the Spring semester, the Student Group meets weekly, working as the driving force behind the annual activist conference, From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom. This year’s conference takes place April 10-12, 2015.

AUGUST

Goals
→ Build working relationship with co-SGC and CLPP Assistant Director
  o Personal strengths, leadership styles, skills, experiences, goals
  o Job expectations
  o Needs around communication and how to work together affectively
→ Orientation to CLPP program goals and staff
→ Fall Planning

Sample Activities
→ Phone / skype meetings with co-SGC and/or CLPP Assistant Director
→ Review draft plans and documentation from previous year’s SGCs and student group
→ Make plans for the Student Group Bulletin Board
→ Make plans for social media use (Facebook group, Twitter, blogging, etc.)

SEPTEMBER

Goals:
→ Build new relationships with Five College community members, groups, organizations; sustain previous relationships
→ Finalize fall plans
→ Inspire reproductive and social justice activism, engagement, and action
→ Begin conference planning work with the CLPP staff

Sample Activities:
→ Participate in planning and actualization of Activist BBQ
→ Table at Five College events
→ Host a reproductive justice workshop
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→ Work with Assistant Director to finalize fall plans
→ Outreach for fall student leaders (workshop facilitators, etc.)
→ Open planning meeting with student group
→ Social media updates and outreach
→ Flyering for programs
→ Maintain records of student group attendance and participation

OCTOBER – NOVEMBER

Goals:
→ Build new relationships with Five College community members, groups, organizations; sustain previous relationships
→ Facilitate Five College reproductive and social justice activism, engagement, and action
→ Support community events and actions that advance reproductive justice
→ Participate in conference planning
→ Work with Assistant Director 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-2 proposals
→ Social media updates and outreach
→ Flyering for programs
→ Document activities (photos, video, blogging, tweeting, etc.)
→ Represent student group in conference planning meetings
→ Contribute to conference brainstorm 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:
→ Build new relationships with Five College community members, groups, organizations; sustain previous relationships
→ 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
→ Document fall work on social media
→ Represent student group in conference planning meetings
→ Maintain records of student group attendance and participation
→ 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
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:

→ Conference plenary brainstorms and invitations
→ 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
→ Collect / document / archive committee work
→ Outreach for conference performers
→ Maintain records of student group attendance and participation
→ Provide opportunities for students to share their organizing work / progress
→ Distribute meeting notes
→ Coordinate with CLPP staff in developing conference packet
→ Facilitate regular check-ins with committee co-chairs
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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 fall events / actions

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 who have participated in fall events / actions