**Template to Develop an Agenda**

NAME OF THE MEETING: BSCEC Sponsorship

# MEETING DATE: March 15, 2018

# MEETING TIME: 12opm – 2:00pm

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**MEETING LOCATION: Tower of Faith Church**

Logistics Assignments

1. Timekeeper – Regina
2. Outreach to help prepare & confirm presenters – Alex, Raymond & Cindy (participant outreach); confirming presenters (Kara)
3. Vote or ballot counting – N/A
4. Microphone runner – Gaby & Cecie
5. Other (Raffle, survey, etc.) – N/A

**+Goals for Today’s Meeting**

What do we want to accomplish at today’s meeting?

* Increase awareness about the availability of BSCEC community sponsorship funds.
* Ensure that BSCEC’s community sponsorship goals, criteria and application process are clearly understood.
* Share our partnership expectations regarding the continued engagement of sponsorship recipients.

AGENDA

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| **Time**  What time during the meeting will the topic be covered? | **Agenda Item:**  SPONSORSHIP FORUM 2018 | **Lead Facilitator**  Who will facilitate or lead this section of the agenda? |
| **12:00 –12:10pm**  (10 mins) | **Registration, Lunch & Networking**   * Includes sign-ups for Community Announcements | Raymond  Cecie & Gaby |
| **12:10 – 12:15pm**  (5 mins) | **Welcome & Review the Agenda** | Patricia |
| **12:15 – 12:25pm**  (10 mins) | **IceBreaker** | Gaby & Cecie |
| **12:25 – 12:40pm**  (15 mins) | **BEST START OVERVIEW**   * History, goals & activities (What We Do) – Alex or LG member * What does Best Start mean to us? - Bertha | Alex – general overview  Bertha – Personal reflection & pages 2-5 |
| **12:40 – 1:00pm**  (20 mins) | **RESOURCE GUIDELINES OVERVIEW**   * Purpose of Community Sponsorship Funds * Eligibility Criteria & Funding Limits * BSCEC Sponsorship Requirements | Patricia - pages # 6-8  Bertha pages #9-10 |
| **1:00 – 1:50pm**  (50 mins) | **PARTNERSHIP GOALS/EXPECTATIONS?**   * What are our sponsorship priorities? * What does BSCEC want and expect from from organizations we fund? * Featured sponsorship recipient – Lizz Romo Santistevan, South Los Angeles Health Projects (5 mins) * Participant Questions & Comments | -Saul  -Lizz  -Q&A Panel 3 Alex , Liz & Saul |
| **1:50 – 2:00pm**  (10 mins) | **Meeting Evaluation & Closing**   * During this agenda item, participants are able to provide feedback on the meeting. * Thank yous & appreciations | Lupe |