



Best Practice Example

Academic Calendar

	MOVEMENT PILLARS	CHAPTER ACTIVITIES
AUGUST Back to school! Use this month to finalize plans and recruit new members, bond as a Chapter, and educate your campus on what MEDLIFE is.	Rush Month	<ul style="list-style-type: none"> Club Fair Participation Recruitment Starts (Visit classes, outreach, tabling, flyering, social media growth)
SEPTEMBER This month you will work on growing the movement on/off campus and start advertising and preparing for your SLT. Your first formal chapter meetings need to be fun and engaging, this will define if students want to join and stay as members.	Rush Month	<ul style="list-style-type: none"> First GBM / Intro to MEDLIFE Launch Recruitment continues
	Chapter Growth and Engagement	<ul style="list-style-type: none"> Engagement activities start (at least 2)
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> SLT Info Sessions across campus start
OCTOBER Classes are starting to get tougher. This is a key month to keep Chapter members engaged, active, and bonding. Make sure members have registered for your Chapter's trip and are actively fundraising. Start organizing flights.	Chapter Growth and Engagement	<ul style="list-style-type: none"> Engagement activities continue (at least 2)
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> Winter SLT Chapter Registration Meetings SLT Info Sessions Continue
NOVEMBER Holiday giving begins in November with the US Giving Tuesday! This month, your Chapter will focus on fundraising and giving back in your local community. Make sure all those interested for spring/summer trips sign up.	Moving Mountains	<ul style="list-style-type: none"> Moving Mountains Webinar and Power hour
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> Winter SLT Flight Meetings Spring SLT Chapter Registration Meetings SLT Info Sessions Continue
DECEMBER Holiday giving continues into the holiday season, so make one final fundraising push with Moving Mountains. Also, use the holiday break to encourage students to focus on their fundraising efforts for the Service Learning Trip!	Moving Mountains Continued	<ul style="list-style-type: none"> Moving Mountains Power Hour / Holiday events to fundraise for Moving Mountains
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> Spring SLT Chapter Registration Meetings Winter Pre Trip Meeting
JANUARY When you get back to campus in the winter, we will focus on three things: growing the movement to new campuses, preparing for your Service Learning Trip and preparing the ground for new leadership!	Chapter Growth and Engagement	<ul style="list-style-type: none"> 2nd Semester recruitment activities 2nd Semester Kick Off GBM Connect with other schools in the area to grow the Movement.
	Service Learning Trip	<ul style="list-style-type: none"> Summer SLT Chapter Registration Meeting Spring SLT Flight Meetings

	(SLT)	<ul style="list-style-type: none"> SLT Info Sessions across campus continue
	Chapter Sustainability	<ul style="list-style-type: none"> Announce E-Board elections launch (Open the opportunity for members to shadow E-Board to learn more about the roles)
FEBRUARY This month is all about preparing for your SLT. Make sure your Chapter members feel prepared and that all of your logistics are ready to go. This is a great month to host cultural competency workshops.	Chapter Growth and Engagement	<ul style="list-style-type: none"> Engagement activities (at least 2)
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> Summer SLT Chapter Registration Meeting Spring Pre Trip Meeting SLT Info Sessions continue
	Chapter Sustainability	Start E-Board election process & launch applications
MARCH Your SLT month has finally arrived! Are you ready for your trip?	Chapter Growth and Engagement	<ul style="list-style-type: none"> Engagement activities (at least 2)
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> Summer Flights Meeting
	Chapter Sustainability	<ul style="list-style-type: none"> New Presidents elected/selected or ratified
APRIL After you volunteer, many of your Chapter members will feel inspired to fundraise and continue their impact at home. We will be running our second Moving Mountains of the year and also encourage you to do reflections about your experience or participate in local service.	Moving Mountains	<ul style="list-style-type: none"> Second round of Moving Mountains events
	Virtual Service Learning Trip* (VSLT)	<ul style="list-style-type: none"> Non traveling volunteers/chapters pay and participate in a 2 day VSLT session.
	Chapter Sustainability	<ul style="list-style-type: none"> Full new E-Board gets elected E-Boards start transitions
	Service Learning Trip (SLT)	<ul style="list-style-type: none"> Summer Pre Trip Meeting
MAY As the school year comes to a close, you will begin transitioning your E-Board. We encourage all new E-Boards to participate in a weekend leadership retreat for skill-building workshops. Make sure your old E-Board is celebrated and the new E-Board is welcomed appropriately.	Chapter Sustainability	<ul style="list-style-type: none"> Chapters continue transitions
		<ul style="list-style-type: none"> Host a new E-Board team retreat: We suggest a MEDLIFE leadership weekend
		<ul style="list-style-type: none"> Summer Planning: New E-Board organizes themselves and start preparing for next year
JUNE Welcome to the E-Board! This month is all about getting ready for your next school year.	Chapter Sustainability	<ul style="list-style-type: none"> More transitions
		<ul style="list-style-type: none"> Summer Planning: New E-Boards start brainstorming on next year's trip and activities.
JULY You have had some time to transition into your new roles, and your first efforts as a leader of the Movement will be growing your impact.	Chapter Sustainability	<ul style="list-style-type: none"> New E-Boards finalize Summer Planning sessions



Example Engagement Activities

Engagement Officer:

- Host virtual or in person watch parties for the MED Talks. Host virtual or in person watch parties for documentaries/movies relevant to the movement. We suggest 'Poverty INC' or 'Amazing Grace' as options. Facilitate the post talk discussion to engage Chapter members.
- Plan a holiday party with special themed crafts. These crafts can be done for fun, or potentially donated to a local nursing home or family shelter for holiday decor! Reach out and see what is needed in your area.
- Organize Local Volunteering (virtually or in person)
- A pizza night or ice cream party is always a success. Simple and fun.

Service Learning Trip & Travel Officer:

- Host specific events related to Service Learning Trip and Travel Planning. For example, take on the organization of purchasing flights
- Plan a cooking class, either virtually or in person, where everyone makes the recipe of the place you are headed.
- Schedule and train your Chapter on [Cultural Competence using MEDLIFE's resources](#).
- Engage the group with an icebreaker in the language of your destination. For example, challenge everyone to introduce themselves and say a fun fact in Spanish before playing a game in the language.

Moving Mountains Officer:

- Host a monthly fundraiser - check out our [Fundraising & Donations Manual](#) for ideas!
- Plan an evening with a local restaurant where a percent of sales is donated to MEDLIFE
- Lead specific aspects of Moving Mountains

Grow The Movement Officer:

- Lead specific tasks as a part of Grow the Movement
- Plan to speak in front of one class each week
- Host a social event and require members to bring one friend to the event - here are some ideas for [Ice Breakers](#)!

Marketing Officer:

- Plan the social media to promote engagement activities
- Host a virtual event on Instagram live like a workout or cooking class
- Host an engagement activity where MEDLIFERS create posters to promote a meeting around campus
- Check out the [Recruitment Manual](#) & [Social Media Guidelines](#) for more!

Membership & Sustainability Officer:

- Pair an upperclassman with a lower classman and plan an activity or virtual hangout so they can get to know each other.
- Plan a weekend retreat for leadership transitions