

# Suggested Meeting Agenda



SCHOOL CHOICE WEEK  
JANUARY 24-30, 2016

**Plan the meeting to last approximately one hour.**

*This length allows you to present just enough information to be helpful, yet not overwhelm attendees, and provides time for important Q&As at the end.*

- Set out the sign in sheet approximately 20 minutes before the meeting begins.
  
- Introduction (5 minutes)—Welcome attendees, introduce main speaker, and outline what the meeting will cover.
  
- Homeschool overview & FAQs (15 minutes)—such as “What is homeschooling?,” “How does it work?,” “Do I have to be a certified teacher?,” “Can my child get a high school diploma and get into college?,” “What about socialization?,” “What about sports?,” “What if I need help?”
  
- Pass out handouts and highlight specific resources (5 minutes)—point out local homeschool groups, if you wish, and mention Homeschool Now USA and other national sponsors.
  
- Q&A (30 minutes)—Open the floor for questions. You may want to suggest some basic structure to make it fair for everyone and to keep flow the meeting flowing. [Example: Please try to limit your question to 1–2 minutes and please give other attendees a turn to ask their questions.]
  
- Close meeting (3 minutes)—Thank attendees for coming and participating. Encourage them that they can homeschool and there is plenty of support. Pass out optional follow up slips.