**22\_Guidelines for Program Buy-in Meeting and Follow-up**

1. [BEFOREHAND] Engagement Survey is sent to all members reminding them of the upcoming Buy-in night and the fact that we want EVERY member of the club to complete the survey and choose their committees.
2. [ON THE NIGHT] Hand out copies of Engagement Survey; explain what each column means:

* SUPPORT THE IDEA – Think this is good for our club to do whether I’m planning to help or not
* UNSURE OF IDEA– Don’t know about this, unsure whether it’s good or not.
* DISAGREE WITH AIM – Don’t think the club should do this in this year.
* WOULD ORGANIZE - Willing to help organize or coordinate the item
* WOULD HELP – May or may not organize, but happy to help it happen.
* If the line is left blank it will mean I’m not willing to organize or help and I’m unsure whether the idea is good or not.

1. Suggest that members complete the survey as each line is presented by the presenter to club members. Remind them that they can complete more than one column – at least one of the three left hand columns (orange) plus one or both or no green column (right hand columns). Place a circle beside any item they want to follow up with a question.
2. After going through the objectives, members have a chance to ask questions and Committee chairs or Board members can answer them and people can tweak their answers if they wish.
3. We then collect all of the sheets for collation and plan to follow up EVERY member who was not present or who hasn’t already submitted their responses.
4. [AFTER THE NIGHT] We get Planning Committee members (?) to follow up every member and get them to either complete the sheet sent to them or verbally complete it with another member.