**Sample Agenda**

**Recognition and Celebration Meeting for *(Name of organization)***

**Date**

**Time**

1. Call to order
2. Roll call
3. Approval of minutes from the last meeting

Old Business

1. Elections *(Many organization hold elections in March and April. You can hold elections online using CampusLink. Instructions are* [***HERE***](https://lcl.okstate.edu/campuslink-user-guide.html)*)*
   1. If you opened nominations at the last meeting have enough people been nominated to closed nominations?
   2. Discussion of when and how elections will take place. *\*Elections must end before pre-finals week.*
2. Recap of fall planning – at this point it is important for all members to know exactly what their tasks are for the summer months leading up to the fall and the early fall semester. (Refer to the fall planning meeting agenda posted on this Site)

New business

1. Recognition
   1. Even though this will be an online meeting, it will still be a celebration, so dress for the occasion!
      1. Recommend that all members in attendance dress like they would for an in-person banquet.
      2. If this event is taking the place of a regular banquet, try to hold it at a meal time.
      3. \*Some groups order curbside pickup from the same restaurant prior to the banquet so they can all take part in a shared meal.
   2. Ask members to each pull together some pictures or videos taken throughout the past year and share them either during the meeting, or on a shared drive or via social media.
   3. Recognize members the same way you always would have- send regular certificates or superlatives via a shared drive or email and allow members to vote via online platforms such as CampusLink or Google forms.
   4. If your organization awards honor stoles or cords, check to see if they are still distributing those via regular mail and have the items shipped directly to the recipient.
2. Informal discussion – discuss any plans or other ideas that were not already covered in the formal agenda.
3. Adjourn.