

FOR GROUP LEADERS

How to use this April Action Sheet

To continue to advocate for the climate, we'll all have to be good Zoom hosts. If you are new to hosting a Zoom meeting, here are some things to do to get ready.

- Review the CCL Community [How to host online Zoom meetings](#) training and watch the recording.
- Find someone to co-host your zoom call. They should learn to administer the call, so you can welcome attendees and lead the meeting. Your co-host should:
 - Start Zoom and try out all the Zoom controls including, Mute, Record, Share, Participants, and Chat.
 - Learn how to put all of your Zoom participants into [breakout rooms](#), and practice it before the call.
- Be sure to include a link to your Zoom meeting in the email you send to your volunteers.
- If you've heard about Zoom privacy concerns and you'd like to learn how CCL I.T. is addressing the issue, [read this forum post](#).

Get more people involved in your meeting

- Look over the actions in **Take care of each other and your chapter** and select one or more that you'd like to focus on. Then check with some of your veteran volunteers to discuss how you'd like to implement your priority actions and get their help with it.
- Invite someone who is good at one-to-one or social media outreach to lead the **Celebrate Earth Day with CCL** action and decide how they will ask all of your meeting attendees to commit to inviting a few people. People might type in the Zoom chat who they will invite.
- For the **Bonus Social Media Action**, ask someone who is good at social media to be ready to share their screen, navigate to cclusa.org/register-to-vote and show how to post the link on their social media.
- If you have someone in your chapter who likes to call volunteers on the phone, ask them to be ready to demonstrate and facilitate this month's **Communication exercise**. This exercise uses Zoom Breakout Rooms so people can practice the exercise with a partner.

Sample online meeting agenda (suggested time is 45-85 minutes)

1. Either round robin or in Zoom breakout rooms, invite attendees to share how they are doing - *5-10 mins*
2. Celebrate your chapter's transition to an online gathering and how great it is to see everyone - *5 mins*
3. Using Zoom's Breakout Rooms, do the Communication exercise in the Action Sheet - *5-10 minutes*
4. Do the two actions and the bonus action in the Action Sheet - *5-10 minutes each*
5. Discuss which of your chapter's ongoing activities can be done via phone and Zoom and who would like to transition from in-person actions to activities that can be accomplished remotely - *10-20 minutes*
6. Either round robin or in Zoom breakout rooms, end with each person stating, based on their capacity, what actions they will take in the next month - *5-10 minutes*