**SAMPLE TEEN ADVISORY BOARD AGENDAS**

**Sample Agenda 1**
Date: December 28, 2:00 p.m.

1. Board purpose and introductions/icebreaker
2. Name for the board
3. Board officers and their roles
4. Ground rules
5. Teen space
6. Ideas for January
7. Fund-raising ideas
8. Handouts
9. Establish monthly meeting dates

**Sample Agenda 2**
Date: January 12, 3:30 p.m.

1. Icebreaker
2. National Hobby Month: Origami project
3. February ideas; contest/drawing/prizes
   - Presidents’ Day: match presidents with their pets
   - Valentine’s Day: match love songs with singers
   - Black History Month: match photos and names with accomplishments
   - Chinese New Year: Chinese horoscopes or haiku contest
4. Name and rules for teen space
5. Painting and decorating
6. Calendar/next meeting

**Sample Agenda 3**
Date: May 11, 3:30 p.m.

1. Budget update
2. Teen space additions (TV/DVD player)
3. Fund-raisers/activities:
   - Donation drive for the humane society
   - Summer fund-raisers (ideas: booth at Thompson’s, car wash, bake sale)
4. Teen Summer Program/other incentives
5. Mother’s Day craft

**Sample Agenda 4**
Date: October 25, 3:30 p.m.

1. Welcome and introductions/select next chairs
2. Budget ($878.18)
3. Fund-raisers/activities:
   - Holiday fund-raiser—cookie mixes in a jar
   - Assign ingredients: who can bring an ingredient?
   - Begin assembling November 16th (no school)
   - Begin selling December 1st
   - Activities up to next meeting
   - Read & Feed (10/30)
   - Popcorn and movie (11/16) NO SCHOOL
   - TABOO meeting (11/29)
4. Volunteer opportunities
   - We need people to help assemble the cookie mix in the jars on November 16th
   - Thanks to those who helped with the book sale setup and to those who are helping Mrs. Spice with the Halloween party tomorrow
5. New business
   - Leadership and responsibility
6. Other business
7. Next meeting (November 29th at 3:30 p.m.)

Courtesy of the Farnsworth (Wisconsin) Public Library’s TABOO group