

Orientation Meeting Agenda

Attendance & Announcements

5 minutes

- Crew Leader takes attendance and makes announcements
 - Field Trip Next Week (SMURRF) – Be on time and bring SMC ID card!
 - Sustainable Works can no longer offer Big Blue bus tokens. If Crew Members do not have AS sticker, they will have to pay their own fare
 - Bring completed 'Before' section of Sustainability Survey to Water meeting
 - Next week is the last day to pay, receive Workbook and register online
 - PLEASE ASK CREW MEMBERS TO PAY AND GET WORKBOOK AT START OF MEETING. They can register at the end.

Review Course Requirements & Homework

5 minutes

- Use syllabus to briefly review requirements and meeting dates
 - Community Service opportunities sign up at www.sustainablecrewscommunityservice.eventbrite.com
 - Make sure to bring the Community Service Form on page 7 of Workbook with you when you attend your event
- Point out homework assignments on back of syllabus (completed after meetings)
- Answer questions about requirements or Orientation chapter?

Share reflections and responses from Ecological Footprint

15 minutes

Ice Breaker/Introductions

15 minutes

(If you have gone over 'What I Know About Sustainability' at last week's meeting, please skip this part and spend more time on Ecological Footprint Reflections and the videos)

- Students count off and pair up
- Hand back *What I Know About Sustainability*
- Crew Members share with buddy
 - #3, 6 & 7 on What I Know About Sustainability
- Pairs introduce each other to entire group:
 - Name and partner's name
 - What concerns your partner about the environment (#3)?
 - How does your partner positively impact the planet (#7)?
- Hand out *Making a Commitment (FORM)*
 - Crew Members complete with buddy
 - Crew Leader collects bottom portion of form (envelope in front slot in Crew Binder)

Assign Discussion Facilitators

5 minutes

- Use Discussion Facilitator Sheet to Explain to Students the role of a DF
- Pass around the Sign-up sheet and encourage all students to sign up for a topic
 - Make sure signups are evenly distributed among topics
 - Show request to show video form

Use computer to show websites

10 minutes

- www.smc.edu/ceus/sustainable_works/
- www.sustainableworks.org
- www.sustainableworks.blogspot.com

VIDEO – THE POWER OF ONE (available online)

5 minutes

Sustainability Survey Introduction

10 minutes

Students who haven't purchased Workbook can share or use SW loaner

- **Page 19** - Ask a volunteer to read quote

Importance of Sustainability Survey

- Crew Leader explains Sustainability Survey is important because it helps Crew Members figure out what sustainable actions are already a part of their lifestyle and decide what actions they would like to take.
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- It also helps Sustainable Works and City of Santa Monica see what types of positive changes are made
- **Page 20**
 - Ask a volunteer or choose a Crew Member to read paragraph 1
 - Preparing to complete the SS by following these steps will assist in completing the SS accurately
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 - Ask a volunteer or choose a Crew Member to read paragraph 2
 - The text box on the right has more information on what to do if utilities are paid by the landlord
 - Instruct students to read the information in the “To Do During the First Week” to themselves
 - Use this as a reference for each topic when completing the SS

Getting started with the Sustainability Survey

5 minutes

- Have students look at survey on **page 22**
- Crew Leader reads first **TWO SENTENCES** of **FIRST BULLETED ITEM** on **page 21** while students look at survey
- Crew Members read bullets 2-4 on **page 21**. After each bullet is read, ask Crew Members to turn to and look at pages mentioned in each bullet (ex. Waste log p.39-40)

Accurately filling in the Sustainability Survey

5 minutes

- Crew Leader reads first **TWO SENTENCES** of paragraph on bottom of **page 21**
- Ask Crew Members to read examples in text box on **page 21** and top of **page 22** to themselves
- Use “Example Survey Section” to explain how to complete “Before, After and Difference” sections

VIDEO – ‘HOME’ Intro

5 minutes

Homework & Registration

5 minutes

- **REGISTER ONLINE** if they didn't do it last week
- Complete Sustainability Survey and bring to Water meeting
- Read Water Chapter in Workbook
- Bring Workbook in binder to Crew Meetings
- Next week is the last week to pay, receive Workbook and register online