**Satellite Club Project Plan**  
(Assumes Board has Approved, Bylaws update in the works, etc.)

Satellite Team Members/Roles:



Host Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Satellite Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Milestone dates:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | Club Champion Named | Type Decided | Day/Place/Time set | Prospects Identified (50-100) | Prospect Communications  Launch | Prospect follow-up (confirm) | Information Session(s) | Club Chair Named | 6-8 Members  inducted | First Meeting | 15 Members |
| **Date(s)** |  |  |  |  |  |  |  |  |  | [Start Here] |  |

Action Plan Details:

* Who is the Champion of this project and lead mentor of the new club?
* Type (alternate time/place, demographic, cause-based, etc.)
* Day/Place/Time/Frequency of meetings?
* When/how will enough prospects (50-100) be identified?
* When/how/how often will the club be promoted to prospects? Who’s responsible for the messaging?
* When/how/who will follow up with prospects to confirm their attendance at an information session?
* When/where/how many Information Sessions are planned? Who is creating presentation and collateral? Who is handling venue/logistics?
* When do we expect to have 8 members inducted and engaging with Host club? -- Start bringing members onboard as soon as they commit, don’t wait until you have 6-8 promised.
* When do we expect the new club to meet for the first time?
* By when do we expect to get to 15 members?