

Steps for conducting your Chapter Meeting and Career Orientation Session in Future Leaders Week (Internal Chapter Document)

1. Leadership Team (LT) decides to participate and informs Membership Committee of involvement, thereby securing the support of 6-8 Chapter Members.
2. LT invites the Chapter to participate in Future Leaders Week (FLW), which involves moving the Chapter Meeting scheduled for the 3rd week of October from the current location to a school.
3. LT asks Members for contacts to schools - administration, teachers, or parent-teacher association - to reach out to them about Future Leaders Week.
4. LT meets with a school representative and explains briefly the purpose of Future Leaders Week, who we are and why we want to help children be better prepared for their career choices (Doc. 6 - Overview for school and youth organisations - can be used here).
5. Together the LT and the school representative decide how and when to hold the Chapter Meeting and career orientation session and clarify if photos and video recordings are allowed (see Doc. 8). The career orientation experience can be best integrated into everyday school life by using the FLW Take Home Assignment (Doc. 7).

If the school is unable to host a full chapter meeting, there are the following alternatives:

- a) Career orientation takes place independently of the Chapter Meeting at a time convenient for the school
- b) Career orientation takes place at an alternative location, such as a social club or youth club
6. LT informs Chapter about the format for the Meeting as agreed with the school. BNI members who have volunteered to give the career orientation sessions (we recommend 8-10 with no more than 12) prepare this part for their own profession. Doc. 5 can be used for guidance here.
7. The Weekly Meeting follows the normal agenda, but can be shortened if the full 90 minutes does not fit into the school schedule
8. The career orientation sessions start after the Meeting has ended. After their presentations, members offer students the chance to ask questions or share their own thoughts.
9. Educator hands out FLW Take Home Assignment sheets for students to talk to their parents or guardians about their educational and professional journeys.
10. LT submits a simple project report, recording the number of Members involved, estimated number of children impacted, and include any photos or videos from the event.