**Kick-Off Meeting Agenda Template**

[INSERT STATE SOUCS AND SCHOOL LOGO HERE]

**UCS Leadership Team Kick-off Meeting**

[insert date / time / location]

**Meeting Objectives:**

* To set the tone for UCS Leadership Team meetings
* To establish the purpose of the UCS Leadership Team and member roles and responsibilities
* To discuss the frequency of UCS Leadership Team meetings

**Agenda [50-minutes]**

**I. Welcome and Introductions (7 minutes)**

a. In addition to introductions, consider an ice breaker activity if parents, students, and/or   
 community members are involved.

**II. Walk Through Agenda and Meeting Objectives (2 minutes)**

**III. Introduction to Unified Champion Schools (UCS) Programming (10 minutes)**

a. Explain what UCS is and how it looks at your school.

i. What programs are active, who is engaged, etc.

b. Consider discussing challenges and how the UCS Leadership Team could help solve   
 those challenges.

**IV. Establish the Purpose of the UCS Leadership Team (15 minutes)**

a. Discuss the purpose behind the UCS Leadership Team generally.

b. Discuss the specific role of the UCS Leadership Team in your state, district, or school and/or   
 what the needs are in your state, district, or school.

c. Reminder that athletes, partners, and families drive the work of UCS.

To accomplish collaborative goals, it is important to include representatives from general   
 education, the community, and family members.

**V. UCS Leadership Team Roles (5 minutes)**

a. Ask participants to volunteer for a particular role during the meeting. You may need a facilitator, timekeeper, and note taker. Or you may assign the roles prior to the meeting.

**VI. Time for Questions (5 minutes)**

a. Allow time for leadership team members to ask questions or get clarification.

b. Encourage leadership team members to share what they liked about the meeting.

**VII. Identify purpose, date, time, and location for the next meeting (3 minutes)**

**VIII. Wrap Up: Summarize Main Points and Action Items (3 minutes)**

a. Thank everyone for coming to the UCS Leadership Team meeting kick-off