

Registration Meeting Agenda

Sign-in/Crew Members arrive **10 minutes**

Students highlight name on original sign-up sheet

Students provide contact and professor information on Crew Sign-In sheet

Registration Week Announcements **5 minutes**

See Registration Announcements Sheet

Welcome & Introductions **10 minutes**

Ask Crew Members to share

1. Name
2. Extra-credit class
3. What they hope to gain from experience

Sustainability & Sustainable Works **10 minutes**

Ask Crew Members if they know a definition of sustainability

Basic concept: meet current needs without jeopardizing ability to do so in the future

Sustainable Works is funded by the City of Santa Monica's Sustainable City Plan to provide programs for businesses, people who live in Santa Monica and SMC students

What I Know About Sustainability (FORM) **10 minutes**

Hand out form (in back of binder) for students to complete

Explain

There is no "right" answer

Helps us find out:

What Crew Members want to learn

What Crew Members already know

Crew Overview **20 minutes**

Course Requirements

Hand out Syllabus – review and complete crew info and bulleted items

Crew Leader provides contact info and crew #

Students take turns reading bulleted items out loud

Crew Leader provides dates and explanation of bulleted items

Meeting Dates & Topics

Fill in Crew Meeting dates and discuss topics

For each topic, ask how topic affects Crew Members or how Crew Members affect topics

Meeting Format

Each week Crew Members will:

- ✓ Read about topic and solutions
- ✓ Discuss Reflections from previous meeting as well as topic and solutions for current topic
- ✓ Pick and share solutions
- ✓ Do solutions, reflections and complete "After" in Sustainability Survey

Filling out checks accurately – see sample check drawn on whiteboard

- ✓ If not printed on the check, have students add:
 - ✓ Student's name (in "memo" section)
 - ✓ Phone number of the account holder
- ✓ Confirm that each student has filled out his/her check accurately before he/she goes into the Sustainable Works office to pay

Thomas Crew 1744 Pearl Street Santa Monica, CA 90405 310.458.8716 Pay to the order of	<i>Community Partners FBO Sustainable Works</i>	1234
	<i>Twenty-five dollars and no/100</i>	Date February 29, 2008
		\$ <input type="text" value="25.00"/>
Memo	Crew #100 / Jane Crew	<i>Thomas Crew</i>

Homework

5 minutes

Read: Orientation, Understanding the Problem chapters

Complete: Ecological Footprint on Sustainable Works web site

Homework available on web site for those who haven't purchased Workbook

REGISTER ONLINE BEFORE NEXT MEETING:

http://www.smc.edu/ceus/sustainable_works/sustainable_crew_sign_up_page.asp

Registration

20 minutes

Payment Collection

Workbook Distribution

Online Registration (use computer at CEUS, if available; if not, do at home)