



### Starting a new ACC Circle

Welcome to ACC! By starting an ACC Circle, you become part of a wonderful organization that since 1918 has been providing hope for the future for children and families in Western Washington. We are grateful for your participation in this worthy cause.

Here is a checklist to help your group get a strong start! Note: this may take you a few meetings to get through. Reach out to the ACC office for assistance or additional information. Members are available to mentor your circle.

	Schedule first gathering for your group based on what works best for the majority's schedules.
	At first gathering, we suggest having a social time for first 30" followed by meeting. This is just a suggestion; some circles have 30" social time at the end of every meeting. Each circle can decide their meeting format.
	Review "Guidelines for ACC Members"
	Select a President and a Treasurer <ul style="list-style-type: none"> <li>• President - leads each meeting, schedules meetings, sends reminders, etc.</li> <li>• Treasurer - collects dues, maintains circle bank account, sends dues and fundraising profits to ACC office</li> </ul> Helpful hint: Identify a "note taker" and set an agenda for each meeting to help you accomplish your goals
	Treasurer - Collect dues and open Circle bank account.
	Generate ideas for fund-raising projects, plan circle fundraiser and participate in the fund-raisers sponsored by other circles.
	Encourage 100% participation at All-Association ACC fund-raisers.
	Request volunteers to host circle meetings either in their home or at another venue.
	Consider having a prayer at the beginning or at the end of each meeting. Consider asking for prayer requests.
	Consider inviting ACC board member to attend one of your early meetings so she can provide some brief history of ACC and answer questions.
	Consider having a member attend the board meetings so that they can bring information back to the circle. There are 7 board meetings a year.
	Consider scheduling future meeting dates and meeting hosts for the coming year. (Some circles meet every month, others less frequently; ACC's fiscal year is September-June)
	Consider scheduling a van tour of some of the recipients of the grants that ACC provides (i.e. Sacred Heart Shelter, Martin Luther King Youth Tutoring Center, etc.). ACC office is happy to help with scheduling.
	Increase membership, be on the lookout for new Circle members, and invite them to attend a meeting and possibly join your Circle.
	Communicate with, and support, other Circles, and ask for their support of your Circle.
	Be committed to meeting regularly and staying together.