

Meeting #2 (Site Visit Preparation)

Occurs in December

- **Meeting Plan and Objectives:** The second meeting focuses on preparing the students for the site visits. During this meeting, objectives include reviewing the purpose of the program, and emphasizing the importance of site visits as a tool for making informed philanthropic decisions. Through discussion, the students decide which organizations to visit. Site visits occur about three weeks later, during or right after winter break. At this meeting, the students are given training to make their site visits.

- **Meeting Breakdown and Highlights:**
 - ***Welcome:*** Review what was done at the first meeting and go over agenda.

 - ***UJF Presentation:*** Have a Federation staff member and/or volunteer, if possible, introduce the Federation. Explain that the Federation is the umbrella that ties together all the Jewish organizations they will visit. Show a short, age-appropriate Federation video if one is available.

 - ***What is a Site Visit?:*** Provide information on what a site visit is and why it is important. Ask a few students from last year's program, if applicable, to speak about his/her experiences.

 - ***Break into Site Visit Groups:*** With the students' input, divide them into groups of three. This will be their site visit group. Also, discuss site visit logistics such as how the visits will be

coordinated, if parents should go, etc. Announce that site visits will take place over their winter break.

- ***Group Activity:*** Follow up on the students' take-home assignment by having them meet in their site visit groups to discuss what organizations they chose and why. Ask them how they conducted their research and if they contacted any organizations. Have one representative from each group report on the organizations they've chosen.
- ***Site Visit Training:*** Provide site visit training consisting of a list of suggested questions, a role play, etc.