GAPS AREA MEETING PLAN

*November: Follow Up*

**Goals:**

* Celebrate GAPS Impact within your area.
* Remind staff of the importance of follow up.
* Create space to troubleshoot and complete follow up.
* Update GAPS data.

**Prep Needed:**

* Figure out what you will celebrate. What stories should the whole team hear? What has the MPD impact been so far with GAPS? How has GAPS helped care for seniors well? What staff should you help prepare to share with the team?
* Determine how you will make this meeting feel special & celebratory? Food? Décor? Music?
* Preview video – [Parent Partners in San Francisco](https://vimeo.com/490758775) – to decide if you want to use it to cast vision.
* Access and review [Best Practices for Alumni Follow Up](https://drive.google.com/file/d/1dQicKM_EQlR_R7kUbLLg1KE-rT6ouBJ6/view?usp=sharing) document.

**Meeting Plan:**

**Vision Cast/Teaching Skill of the Month** *(10-15 Minutes)*

God has been at work as we have pursued GAPS together! I want to spend some time today celebrating what God has been doing in and through us and our students in the midst of GAPS. Let’s share some stories with one another that celebrate what we have seen as we have done GAPS together. *Spend time sharing.*

I love hearing those stories! Particularly the ones that show how our new alumni have been cared for because of our GAPS efforts! Already we have seen [insert your areas financial impact here]. That may not seem like much, but let’s consider what that impact might be if we do this year after year! Lay it out for the team.

Some of us have already begun our Parent/Family MPD process, others are getting started shortly. We will all be working to complete Parent MPD in the next month or so. I wanted to share another story of [Parent MPD](https://vimeo.com/490758775) with you all. *Show video.* I would love for your campus to have stories like this of Parent MPD to share the next time we celebrate together!

We have already put in a lot of work to help GAPS succeed, and we are starting to see some of the first fruits of our labor. If we don’t follow up well with our recent alumni and with parents, we will miss out on some of the potential fruit of our work. These groups are the lowest hanging MPD fruit. Without a little energy/time for follow up that fruit may never be harvested!

**Workshop Space for Skill of the Month** *(30-40 Minutes)*

Today we are going to take some time to follow up with our most recent alumni who said yes or maybe to giving but haven’t started yet. In addition, I’d like for us to review our follow up plan for parents & families that you have been given contact information for. If you need a refresher on best follow up practices feel free to review [this resource](https://drive.google.com/file/d/1dQicKM_EQlR_R7kUbLLg1KE-rT6ouBJ6/view?usp=sharing). If you have questions as you work, feel free to ask me or collaborate with a teammate.

*Give staff time to work on follow up.* *Leave space to debrief with each other at the end of the time.*

**Communal Q&A** *(5-10 Minutes)*

Allow space for staff to ask questions regarding GAPS this month. There may be questions about: Follow Up, Parent MPD & Advocacy, or something else.

**Update GAPS Data** *(5 Minutes)*

Give staff time to update their GAPS data in Donor Elf.

**Meeting Action Steps & Follow Up:**

* Follow Up and try to close loops with recent graduates by 11/30.
* Complete Parent/Family MPD by 12/7.
* GAPS Date Updated by 11/30.