



Logistics	Details
1. Fitness	<p>Time: 9:15 – 10:00 Attire: come dressed to work out Medical forms: ensure you have spoken to the instructor if you have any medical concerns and be conscious of your own body! Come even if you're late! Better late than never.</p>
2. Babysitting	<p>Time: 9:00 – 11:30 Guidelines:</p> <ul style="list-style-type: none"> • Can drop kids off as early as 9am • Sign your child in and out • No outside snacks – they will get arrowroots (if old enough) • Children to stay in childcare rooms, caregivers will come get moms as needed • If children are contagious, you must keep them at home • Nursing babies can come to the program room • Children not in the program room unless absolutely necessary i.e. nursing, calming a very upset child (safety and a break for the moms)
3. Programs	<p>Time : 10:00 – 11:15 (snack and program) Participation: strongly encourage everyone to participate and request feedback about what they would like to do Help clean up at the end so those who need to leave on time can do so</p>
4. Snack	<p>Moms on snack duty (decided beforehand) bring food and milk/cream. Coffee and tea onsite. Preparation: leave fitness a couple of minutes early or come early to prepare Allergies: no nut products Clean up: everyone help put away their dishes so people can get out on time Bring your own travel mug for drinks</p>
5. Name tags and attendance	<p>Wear your name tag each week and ask your group members to do the same. Take weekly attendance to help track if certain moms are missing the sessions. Follow up with a friendly call or email as necessary. Idea – print 7/9/11 weeks' worth of name stickers (good way to track attendance each week) Idea – provide name tag stickers and markers, as well as an attendance sheet. Let moms make their own and check off their names at the start of each week. Idea – have moms make their own “permanent” name tags on week 1 and keep them in a basket in the supply cupboard. Take a look to see what tags are not in use to confirm who's missing.</p>
6. Safety	<p>We recommend having a general attendance sheet kept in the meeting room listing all children in attendance. Moms check in children at the start of each weekly session. In the event of a fire, you will then have a master list of all children who should be accounted for.</p>
7. Reps Needed	<ul style="list-style-type: none"> • Co-leader (also has financial incentive) • Social – organize social events • Fundraising • Childcare • Finance

8. Socials	<ul style="list-style-type: none"> • First one within the first couple of weeks – keep it simple • Confirm with group how often and types of things to do
9. Fundraising	<ul style="list-style-type: none"> • Three MumNet fundraisers a year including a big gala event in the spring – stay tuned for more details! • Consider internal fundraisers for things like social events and any crafts / extra costs – all local group money raised must be spent during the year
10. MumNet Website	<ul style="list-style-type: none"> • Login to website and you will be taken directly to the leader page • The Leader’s Corner has tons of programming ideas for leaders.
11. Parking	<ul style="list-style-type: none"> • Any ins and outs of parking in the neighbourhood – how long, pay lots, etc.
12. Follow-up	<ul style="list-style-type: none"> • Leader or communications rep to send post-meeting email to all members with any relevant information from the session (websites, guest contact). A great way to keep in touch during the week and encourage dialogue!