**Weekly Meetings**

Food: It is your responsibility to work with finance chair to choose/order the food we will have at weekly meetings. Remember, we do not have to have a heavy meal every week. We can alternate between snacks/light food and a more substantial dinner throughout the month. When we have larger events we may opt for a meal or finger foods. Remember:

* Try to keep food costs between $50-$90 (Don’t exceed $100 unless its a large event)
* We don’t want crazy leftovers! Use past meeting trends to order food The first few meetings of the semester usually have larger attendance.
* If you are unable to pick up the food/get it delivered, coordinate with another member to help you get it
* Try getting food donated by organizations/families! It should be your goal to get at least 5 sponsored meals during the semester. (Ask your family/friends and general MSA members)
* Sample Food options: Campus Calzones, Pizza, Subway, Cheese & Crackers, Breakfast Night, Taco Bell, Chinese, MSA Members Cook, Indian

**Major Trips**

* Ideas:
  + Triangle Bowling
  + Hiking Trip
  + Carowinds/Theme Park
  + White Water Rafting
  + Skiing
  + Zoo
* These all are typically preferred to be joint MSA trips so you’ll be working with the other MSA’s as well. (Duke, NCSU, UNC-G)
  + For Duke, I’d suggest contacting them early and often for events. They are typically harder to get a hold of, and usually don’t get too much involvement, but it’s important to ask and to try and get them involved.
  + It often works best if you delegate tasks to other MSA’s (but of course, make sure you check in on them periodically)
  + I’ll be honest- typically, it’s been that the UNC Social Chair plans the brunt of events, and then hopes for turnouts and money from the other MSA’s. NC State will usually be more involved, but Duke not so much.
* Also, with these events, it is always helpful to collect money BEFOREHAND. One of our biggest mistakes from last year was to collect money at or after the event, which led to issues. Having online sign-up forms with a payment option is IDEAL!
* I would suggest having one of these in the Fall to ease your load a little bit. It gets hectic to have two major trips in the Spring, so look into planning one in the fall- maybe Sept. or early Oct?

**Social Staples**

* Welcome back social
  + Plan something fun that gets everyone involved
  + Note that this is the first impression of MSA for many freshman - make sure they get involved while also not overwhelming them
* MSA Cookout/ BBQ’s
  + Typically done the first Friday of the year after jummah and once again at the end of the year
  + Be sure to arrange for meat and other halal options well ahead of time
  + Recruit/ Assign people to help with the grilling and start grilling well before the event is scheduled to begin
* End of semester study breaks
  + These aren’t too hard, but the biggest thing would be to make sure you secure halal marshmallows early on for the smores break.
  + For ice cream- get TWO gallons, not one we’ve made the mistake of doing one gallon the past two years and always run out early
* Triangle MSA picnic
  + Make sure to have a central location.
  + FOOD. It’s the most important part of the picnic. I think State worked through Al Maidah this past year but they only had chicken which was a major letdown. For all socials, always have a zabiha option.
* Eid Dinners
  + Potluck style has been done and been successful in the past, you can also contact Restaurants early and try to see if we can secure some amount of a discount
* Bowling/Ice Skating
  + Bowling- Tuesdays are usually discounted
  + Always ask for group rates

**Other/Suggestions**

* Rental Cars
  + You must be at least 21 to drive; 25 for MOST 15 seaters
  + There’s an enterprise in Durham that has slightly different rules- they let 21 and older drive their 15 passenger vans, but they also close earlier on: CALL EARLY AND OFTEN ABOUT THESE FOR TRIPS!
* Waiver Forms
  + We need them for all travelling events
* Hype
  + You have to get people excited for events- if you don’t feel comfy doing this, use someone else but just sending emails or having sign ups isn’t enough to get people to come to events you have to use word of mouth!

**To Do List**

|  |  |
| --- | --- |
| **Tasks** | **Date/ Deadline** |
| Create a tentative schedule early on to get an idea of when events can be held (Add to the master calendar) | Present at retreat |
| We really want to partner up with a caterer this year to get good homestyle food at a discounted rate - get in touch with local halal restaurants or catering businesses and see if you can work something out - emphasize that you are trying to build a long term relationship with them | Aug. 14  Task is shared with Finance chair - **It is highly suggested that you work together** |
| Try to get a family to sponsor food at the meetings 1-2 times a semester.  Below is a sample letter:  <https://docs.google.com/document/d/1h_DcnMLj0-arXH_ttIUGrT-tKN9mvIIOCwppqkcuQeo/edit?usp=sharing> | Over the course of the semester |
| Contact Halal Haven and Carolina Dining Services so that we can get Halal Haven as an approved food truck on campus - again work on building a relationship with the owner of Halal Haven (Saima has worked on this in the past - contact her for more info) | Aug. 14  Task is shared with Finance chair - **It is highly suggested that you work together** |
| Try talking to Muslim businesses/ restaurants on Franklin (Hummus and Med Deli esp.) to see if they are willing to sponsor, donate, or give us a cheaper price for food) - do not give them specific dates yet, just get them to commit, the idea is to build a relationship with the owners | Aug. 14  Task is shared with Finance chair - **It is highly suggested that you work together** |
| Plan at least 1 Brothers and Sister’s only event for each semester.  One of them should be just for UNC students but you can also expand this to include Duke or State if you want!  Ideas: Zumba, swimming, hiking, camping, self defense class (Duke) etc. | Present at retreat |
| Plan out the big social events for the year (UNC only and Triangle)  Go ahead and get in contact with the Social chairs of Triangle MSAs and beyond  Just introduce yourself and let them know you’ll be working with them this year, etc.  Maybe ask them if they want to just start a simple email thread of potential ideas for inter-MSA socials  Please brainstorm new social ideas! | Present at retreat |
| Decide what type of Ambassadors (if any) you want for this year | Present at retreat |

**Overall**

It may not seem like it, but Social can be the one thing that helps us reach out to the most people. It’s harder to get people to come out to meetings, but if they come to socials and have a good time, they’ll want to come to other events too. Be creative, use your committee, and get ideas from people on things they want to do!