

# **MISSION POSSIBLE INSTRUCTIONS**

**STEP ONE:** Review the attached power point and notes.

**STEP TWO:** Choose a meeting date and time that works for the majority of your members in a location where you can show the power point. Review your contract and if you need administrator permission for meeting, send request now.

**STEP THREE:** Turn-out members to your meeting. Post the attached poster in a central location. Send an email reminder. Offer delicious snacks. Confirm as many people as you can face to face.

**STEP FOUR:** Prepare for meeting. Review the suggested script. Test technology ahead of time. Print out sign-in sheets and mission sign-up forms. Make sure you have your roster with MSEA Fund/PAC amounts in case members want to know if they are already giving. If you don't have your roster or need assistance, please email [mdavis@mseanea.org](mailto:mdavis@mseanea.org).

**STEP FIVE:** Complete your mission and sign everyone up to contribute to the Fund. Make sure to follow-up with one-on-one conversations for members who couldn't make your meeting or had questions.

**STEP SIX:** Send your sign-in sheet and all of your mission sign-up forms (yes & no's) by scanned email attachments, fax, or mail before October 14<sup>th</sup> for processing and prize giveaway drawing (you may deliver in person at the 2013 MSEA Convention on October 18<sup>th</sup> by 5:00 p.m. to the PAC Booth):

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