



**Campus Compact**  
North Carolina

## Network Meeting Hosting Responsibilities

NC Campus Compact Network Meetings are opportunities for representatives from member campuses in specific geographical regions to engage in face-to-face dialogue with other members and the NC Campus Compact staff and to gain in-depth information on a particular topic. In addition to a professional development session, we will discuss issues pertinent to NC Campus Compact's growth and development, share upcoming opportunities and allow time for participants to highlight any best practices or campus events.

## Why Host a Network Meeting?

### Hosting a Network Meeting

- Raises the visibility of community engagement on your campus, including with senior university/college officials. The college/university President or other senior official has the opportunity to welcome and address the meeting participants. The process of preparing these remarks often serves to deepen their understanding and appreciation of civic engagement at your institution.
- Raises the visibility of your campus engagement efforts throughout the state and region.
- Provides your institution the opportunity to support and advance the civic engagement field in North Carolina.

## Agenda

The agenda typically includes a two-hour professional development session in the morning followed by lunch and the NC Campus Compact business meeting. The meetings begin at 10:00 a.m. and conclude at 3:00 p.m. NC Campus Compact staff typically arrive at 9:15 a.m.



## **Hosts are responsible for**

1. Securing a room/facility with tables (rounds preferred) plus a registration table
2. Arranging any audio/visual needs
3. Supplying directions that can be emailed to attendees
4. Ordering food - NC Campus Compact has a small allotment of funding to reimburse each host campus (up to \$500). It is your choice how you spend the money. Some campuses provide light refreshments and drinks in the morning and a light lunch. Some campuses only provide drinks in the morning and use the remainder towards lunch. The host site agrees to be responsible for any additional costs.
5. Securing free parking for participants. If this is not possible, please inform NC Campus Compact immediately of the anticipated costs.

In regards to totals, you can typically expect each campus in your region to bring 1 to 2 representatives. You can anticipate 30-40 participants. Two or three staff members from NC Campus Compact attend also.

### Special touches:

- We encourage you to invite a campus administrator to provide a brief welcome. The president is ideal.
- Feel free to distribute or display information highlighting your campus civic engagement efforts.
- Our folks love freebies (pens, pads etc...). ☺
- Make a tour of the campus (especially any community engagement spaces such as a food pantry) available after lunch or after the meeting for those interested. Many may have never visited your campus.

Learn more at [www.nccampuscompact.org](http://www.nccampuscompact.org) (Under Conferences & Meetings)

Questions? Contact Leslie Garvin at 336-278-7278 or [lgarvin@elon.edu](mailto:lgarvin@elon.edu)