

# JOIN A USEE ACTION TEAM!

USEE is activating Action Teams to provide assistance and support for the planning and development of major events, including our Spring Breakfast, Awards and Annual Conference. Action Teams are time-bound, goal-oriented and don't require a monthly meeting. Joining an Action Team is a great way to support USEE's mission, connect with environmental education enthusiasts, and build skills like event planning and outreach.

All environmental educators and USEE supporters are welcomed to be part of an Action Team. No one will be turned away from participating due to race, ethnicity, gender, gender expression, sexual orientation, ability, age, national origin, socioeconomic status, religious affiliation, language, and/or heritage.

Learn more about the teams we are launching in 2022! [Fill out this form to join.](#) Questions? Contact Alex Porpora, [director@usee.org](mailto:director@usee.org).

## Spring Breakfast Action Team

**Meets:** January-April, Kick-off meeting in February, mid-March meeting, all other work conducted virtually. Event held in April.

**Number of Members:** 6-10 (including one Board Member and USEE Staff)

### Members Commit To:

- Being a table captain at USEE's Spring Breakfast and filling their table
- Helping with planning and logistics for the event
- Promoting the event within their networks
- Finding matching grants to support fund development
- Attending Spring Breakfast

### Goals:

- Choosing a date and venue for USEE's Spring Breakfast
- Selecting a caterer(s) for the event
- Inviting guests & sharing USEE's mission
- Secure \$1,000-\$5,000 in funding to support this event
- Assist with event planning, including sending RSVPs, confirming attendance, set-up & take-down of event
- Assisting with writing thank you notes after the event concludes





## Awards Action Team

**Meets:** May-September, Kick-off meeting in May, meeting in late June to review applications, meeting in early August to review event details. All other work conducted virtually. Event held in September.

**Number of Members: 8-12** (including one Board Member, USEE Staff and previous year award winners)

### Members Commit To:

- Reviewing the Awards application and process
- Promoting the event within their networks
- Reviewing Award applications and determining awardees
- Finding sponsors to support the event
- Attending the Awards Ceremony

### Goals:

- Choosing a date and venue for USEE's Awards Ceremony & Silent Auction
- Selecting a caterer(s) for the event and sourcing food items
- Selecting one award winner for each category
- Inviting guests & sharing USEE's mission
- Secure \$1,000-\$5,000 in funding to support this event
- Assisting with award packages (certificate and gift)
- Sourcing 5-7 Silent Auction items
- Assist with event planning, including sending RSVPs, confirming attendance, set-up & take-down of event, writing thank you notes

## Conference Action Team

**Meets:** March kick-off. Bi-monthly meetings. All other work conducted virtually. Event held in November. Proposals accepted July-September, Keynote announced in September. Schedule announced in late September, early October.

**Number of Members: 6-10** (including one Board Member, USEE Staff and representative from conference location)

### Members Commit To:

- Promoting the event within their networks
- Reviewing conference proposals & determining presenters
- Assisting with pre-conference workshop
- Finding sponsors to support the event
- Attending the Annual Conference

### Goals:

- Choosing a date and venue for USEE's Annual Conference, including pre-conference workshop and supporting events
- Selecting a caterer(s) for the event and sourcing food items
- Secure \$5,000-\$10,000 in funding to support this event
- Select keynote speakers, plenary speakers and conference speakers, including generating ideas and sending requests
- Determining conference theme and strands, and developing promotional materials
- Inviting conference presenters and promoting the call for presenters and general conference registration.
- Assist with event planning, including sending RSVPs, confirming attendance, acting as moderators during the conference, set-up & take-down of event, writing thank you notes

[REGISTER HERE](#)

