

A Typical Queen Bee Project Planning Meeting

10 minutes	Gathering story
10 minutes	Recite the Busy Bee theme & offer opening prayer
30 minutes	Team Building Activity
60 minutes	Time to plan the Queen Bee Project
10 minutes	Give a Busy Bee Cheer & offer closing prayer

Step-by-Step Queen Bee Project Planning Meeting

1. Gather your Busy Bees in a circle and recite the Busy Bee Theme.
2. Open with a word of prayer.
3. Have your team building activity.
4. Gather your Busy Bees for the meeting. Each Busy Bee has a notebook for the planning meeting.
5. Write down the date and the meeting you are having. Example: May 10, 2016 — Queen Bee Project Planning Meeting.
6. Ask yourselves, “Who needs our help?” “What can we do?” “What talents and strengths do we have to offer?”
7. The hive then begins to brainstorm all the fundraising ideas for the next 10 minutes. Beekeepers write the ideas on the board. Narrow the selection down to a few favorites and then put the decision to a vote.
8. Once the votes have been cast and the project selected, it is time to plan the Queen Bee project.

Ask these questions:

1. Timeline: How long will we need to prepare? How many implementing meetings will we need?
2. Date and Time: What day and time will we implement our Queen Bee Project?
3. Location: Where will we meet next?
4. Supplies: What is needed to make the project run?
5. Budget: What are our expenses?
6. Out-source: Can parents help in some way? Is there anyone in the community able to offer resources or services?
7. Making Arrangements: Have we notified the proper people to make arrangements for our project?
8. Delegation: Who does what? Who brings what? Who sets up? Who cleans up?

***Idea: Busy Bees can be broken up into groups with a Beekeeper to supervise and offer guidance in assigned tasks. Two to three Busy Bees to every Beekeeper is ideal. Beekeepers provide constant feedback and specific praise. Be ready to answer questions and ask questions to help guide the Bees.**

9. Gratitude: Have we thanked those who helped us make our Queen Bee project a success?
10. Busy Bee Preparedness: Will Busy Bees need to dress for the weather? Or the occasion? Will they need to bring snacks or water?
11. Thank everyone for a job well done! Announce the next meeting.
12. The Busy Bees stand in a circle, taking the left hand of the person standing to the right of them and they give the Busy Bee Cheer. A closing prayer is offered and Busy Bees go home.