# **How to: have a 1-2-1**

## **Getting Ready**

1. Create a doodle poll and post it in your Facebook group asking everyone to select a time for their one-to-one. Do this at least a week prior to the planned meeting times. A few days before, tag anyone in the post comments who hasn’t yet signed up for a meeting time. If anyone is unable to make any of the suggested times, arrange another time to meet with them.
2. On the day(s), post in the group or directly message those you have arranged to meet with to let them know where they can find you (go somewhere on central campus so that it is easily accessible to everyone).

## **In the meeting**

1. In your first meeting, it’s important to start off by going through the basics. Explain to them what your role is and how you are going to support them throughout the year, and answer any questions that they might have.
2. Try and tick off as much as possible on the Challenge Leader reporting spreadsheet (on google drive) – i.e. get them to sign their PFA if they haven’t done so already, give them their fundraising materials and show them how to set up their EDH page.
3. Ask them if they have any ideas about how they want to fundraise. Most people will have already thought about one or two potential ideas, but will often benefit from you advising them how to actually go about putting those ideas/plans into action.
4. Not everyone will already have their own ideas, so ask them about their schedule/networks and help them to brainstorm some appropriate suggestions. It might be useful to print out a copy of the case studies on the resources hub for some inspiration and to show how previous participants have reached their target.
5. Make notes! It’s really useful to make notes of everyone’s ideas/plans in order to feed this information back to your account manager at MRF in your monthly catch up calls.
6. Ask if they are interested in organising a fundraiser as part of a team. Once you have met with all of your team, pair up those who said yes and put them in contact with each other and suggest a fundraiser they could do together. Think carefully about who you pair with who – try and put people with different strengths/weaknesses together so that they can help each other more effectively (i.e. pair someone who is more confident with someone who is bit more timid and would benefit from working alongside someone with more confidence)
7. If anyone has any questions that you don’t know the answer to, make a note of it and say that you will find out and get back to them. For questions regarding the trip you can get in contact with your Choose a Challenge rep, and for anything fundraising-related you can speak to your MRF account manager. If you’re not sure, put it in the trip group chat and someone will be able to point you in the right direction!

## **After the meeting**

1. Save your notes and update the Challenge Leader tracking spreadsheet
2. Send people any extra info/resources they asked for or you think they might find useful (for example, if someone says they want to contact their old school about a non-uniform day, send them the template letter and how-to guide for doing so)