



Simplicity Matters Earth Institute

www.simplicity-matters.org

SELECTED TOPICS or Low Carbon Diet Circle Schedule

This sheet should be filled out at the first meeting of the TOPICS or Low Carbon Diet (Freeform) Discussion Circle. Two volunteers are needed for each session: (1) **to offer an opening** and (2) to **facilitate the discussion**. It is strongly suggested that the group implement action items, in which case a volunteer (3) **Note Taker** will keep track of what each person committed to doing.

Circle Coordinator, please ensure that each participant receives a copy of this sheet after it is filled in, and remind participants of their forthcoming roles as needed.

Circle Coordinator Name / Phone # / E-mail: _____

Mentor Name / Phone # / E-mail: _____

Location for future meetings: _____

Sessions	Date	Opener	Facilitator	Action Items
1. Topic Planning Meeting		mentor	mentor	mentor
2.				
3.				
4.				
5.				
6.				
7.				
8. Wrap-Up *		n/a	mentor	

* In this session participants evaluate the circle experience, and decide what they will do next. Two evaluation forms for SMEI are collected by the mentor: 1) with feedback about the circle experience and 2) with each individual's preferences about his or her next steps regarding being in a circle. The wrap-up session can be held at a different location (e.g., a public park) and may involve sharing food (e.g. potluck meal or dessert).