Jayhawks Give A FLOCK!

**Thank you for dedicating your time to empower incoming students and change campus culture.**

We are so excited for this event on **Saturday, August 24th**.

Below are some reminders and information that you may find helpful as a facilitator:

* We ask that facilitators check-in 30-60 minutes before their session begins to allow ample time to set up the computer in the room and any other things you find helpful before presenting.
* Upon checking in at Cap Fed or Wescoe, we will let you know what classroom you are in and provide your event staff shirt if you are unable to pick it up before Flock. If you are on campus, you are welcome to stop by the SAPEC Office located in the Burge Union to pick it up.
* Setting up your Classroom
	+ We ask that at least one facilitator stands outside the room to greet students while the other makes sure the classroom is set up and ready to go. Once your room has every seat filled, please go ahead and start the presentation.
		- We also ask that you help students with directions as needed.
	+ You are welcome to play music as students enter the classroom and prior to the session beginning. Use this chance to ask students about how they are adjusting to Lawrence so far, if they have been able to go to any restaurants, etc.
	+ We will assign you a facilitator specific ID number. This number will be on the outside of your assigned facilitator packet. **Please make sure to print your name and facilitator ID number on the board inside the classroom.** This is for students to better identify you when they complete their event survey and provide feedback on their experience.
		- Each facilitator will have their own packet with presentation materials for their session(s). **Please make sure you pick up your packet at check-in.**
	+ Trauma Informed spaces will be provided for students who may need to step out to process with an advocate. These space locations will be provided upon check-in.
* Student Assessment Guidance
	+ Students need to complete the assessment before they leave. They should scan the QR code and complete it in the room. **Please leave a minimum of 15 minutes at the end of your session for students to complete the assessment.**
	+ They should scan the QR code using their camera app on a smart phone or a QR code scanner app. You will have a few paper copies of the survey available to give students if they do not have a smartphone. If students complete a paper copy, please collect this from them and put it in your facilitator folder. If you run out of paper surveys or need more, please reach out to your site’s specific Teams channel.
	+ Let students know they need to ensure they correct input their Student ID (the 7-digit number on their KU ID). This will be used to confirm that they went through the entire training and do not need to attend a makeup session.
		- **If they do not know this information they can go to myidentity.ku.edu to pull it**
	+ Remind students to take a screenshot of the final page of them completing the assessment. This is to confirm they have met this requirement in case there is a complication with their attendance being counted.
* We have dedicated 2 hours to the training. The PPT and training book has suggested time breakdowns for how to use your time.
* After you have completed your session(s), please return your packet to the check-in table. If there was an incident during your session, we do ask that you inform a SAPEC staff member on site so we can do the appropriate follow-up as needed. If you are going to facilitate the next session you are welcome to hang out in your room or go to our green room space. **Please note that some facilitators are assigned to a different room than they were in a previous session. Take note of if you are in the same room or not.**
* If you have an urgent issue during your session, please text Michelle Compton-Munoz at (636) 236-8901 or message via Teams. If you are unable to reach her you can contact me via Teams or at (913) 787-4628.