

**OLLI COURSE FACILITATOR INSTRUCTIONS – IN-PERSON COURSES**

<p><b>One Week Before the Course Begins</b></p>	<ul style="list-style-type: none"> <li>• Watch for an email from the OLLI office with links to facilitator documents (formerly part of “the folder”). A link to a <b>“live” roster</b> will be included. <b>Print the roster and bring it with you to each class</b>, so registrants can check off their attendance when they arrive at class.</li> <li>• Notify the instructor of the number of members registered for the course.</li> <li>• Ensure appropriate equipment and technology the instructor requested has been reserved and is available on the course dates and times.</li> <li>• Obtain the <b>instructor’s cell phone number</b> to avoid last minute mix-ups, changes or issues.</li> </ul>
<p><b>Before the First Class Begins</b></p>	<ul style="list-style-type: none"> <li>• Arrive at least 15-30 minutes prior to the scheduled class start time each week to ensure the room is unlocked, lights are on, seating fits your group size, and the room is a comfortable temperature.</li> <li>• Be aware of emergency procedures and locations of exits and tornado shelters for the location of the course. Know the street address if needed; and if an emergency takes place, when in doubt, call 911.</li> <li>• Make sure equipment/technology the instructor has requested is available and working.             <ul style="list-style-type: none"> <li>• If you anticipate needing the use of a microphone, obtain the Redcat speaker system from the OLLI office and allow extra time before the first class to ensure it’s set up. (An additional system is stored at SCC-CEC; see that section below.).</li> </ul> </li> <li>• Establish a location for members to indicate their attendance on the roster. <i>Tracking attendance is important... both how many and who attended!</i></li> <li>• Greet the instructor; help with set up. Remind them to allow at least one 5-minute break in the presentation AND to ask participants, especially in a large class, to hold substantive questions for the end. Advise instructor you will close the class in a timely manner.</li> </ul>
<p><b>Announce on First Day of Class</b></p>	<ul style="list-style-type: none"> <li>• Introduce yourself and enthusiastically explain why OLLI is offering this course.</li> <li>• In a small class, identify, introduce, and welcome those attending their first OLLI class and lead a round of applause. Ask participants to briefly introduce themselves to those sitting nearby.</li> <li>• Remind attendees instructors are VOLUNTEERS, and we appreciate their willingness to serve.</li> <li>• Introduce the instructor with a brief bio, and comment about the topic of the course. Assist instructor with handouts as needed.</li> </ul>
<p><b>Announce or Handle @ Every Class</b></p>	<ul style="list-style-type: none"> <li>• Remind attendees to wear OLLI name tags to all classes.</li> <li>• Announce the locations of restrooms.</li> <li>• Remind the class to silence all cell phones.</li> <li>• Verify that all members indicated their attendance on the roster. If they say they are registered and aren’t on the roster, write their name on the bottom of the roster, and after class, call the OLLI office to verify they are registered.</li> <li>• All non-OLLI member guests must complete the <b>Guest Sign In form</b>. Provide the completed form to the OLLI office and call after the class to confirm the OLLI member notified the office of the guest joining the class; all guests must be pre-approved by the office.</li> <li>• Clean up after each class as needed.</li> </ul>
<p><b>Last Day of Class</b></p>	<ul style="list-style-type: none"> <li>• Ask members to complete the emailed evaluation form when they receive it. Point out that evaluations include a place to suggest future courses they’d like us to offer; we read these and consider their ideas!</li> <li>• Invite members to get involved with OLLI, such as joining one of the topical curriculum subcommittees to develop course ideas/plan classes. Contact Jeanette Wellsandt (<a href="mailto:jwellsandt2@unl.edu">jwellsandt2@unl.edu</a>) at the OLLI office to learn more.</li> </ul>

	<ul style="list-style-type: none"> <li>• Warmly extend a heartfelt thank you to the instructor and mention he/she will receive a free OLLI course. <ul style="list-style-type: none"> <li>• If you wish to provide a thank-you card, obtain a card/envelope from the OLLI office.</li> <li>• Otherwise, email a thank you, noting the instructor has a free OLLI course available. Suggested wording for an email thank you is included in your electronic folder email message.</li> </ul> </li> <li>• Return the completed roster to the OLLI office within one week after the last day of class. (The roster may be dropped off, mailed hard copy, or a picture of the roster may be emailed.) If you obtained a paper folder, return the envelope to the OLLI office with the roster.</li> </ul>
<p style="text-align: center;"><b>SCC-CEC Information</b></p>	<ul style="list-style-type: none"> <li>• If using technology, obtain <b>log in</b> and <b>password</b> of the day from someone at the reception desk on the main floor when you arrive.</li> <li>• If the screen on the computer isn't on, wiggle the mouse, then input the log in and password.</li> <li>• If you need training on using the media cart, contact Nancy Holman at SCC-CEC (402-437-2712 or <a href="mailto:nholman@southeast.edu">nholman@southeast.edu</a>) and plan to meet with her <b>prior to</b> the first day of class.</li> <li>• OLLI owns two Redcat speaker systems. One is located at SCC-CEC. If you anticipate needing to use a microphone, allow extra time before the first class to ensure it is set up and ready to go. Instructions for running the equipment are stored with the equipment.</li> <li>• Encourage instructors to bring presentations on a USB flash drive (thumb drive).</li> </ul>