

Revised April 2008

**IMS Panther Passage (Formerly Spring Forum)
Host/Hostess Instructions**

Thank you for volunteering to ensure that our Panther Passage program runs smoothly. Your efforts are truly appreciated! Library TAs (usually 8th graders) will be available to help you. Their knowledge of the building and students will enable you to use them in various roles as “runners”. The host/hostess responsibilities are as follows:

When you arrive in the morning:

Hospitality

- Make Coffee (see instructions attached to coffee pot). If set up the previous day, custodian or library staff may start it. Once brewed, fill one large thermos with the coffee and start another pot.
- Fill second thermos with hot water from the instant hot water in the staff workroom off the main office.
- Set out “thank you treats”, bottled water, tea bags, cups and coffee supplies.
- Set out file box with SSR folders and other materials.
- Check all three conference rooms for sharp pencils, pens, scrap paper; turn computers on in the morning.
- Make sure that at least nine bags of “Panther Passage Fortune Cookies” are in each basket in the conference rooms at the start of the day.

Student Schedule Logistics

- If student schedule for the current day is not in the library, pick up four copies of it from the office, and leave one in the library, and post the others on the door of each of the conference rooms.

Throughout the Day:

- Check with office for list of absent students (usually available at 8:40) and periodically check for early dismissals. Cross-reference with student schedules. Shortly after the beginning of each session, check in each room to be sure student showed up (Library TAs have been doing this very well with walkie talkies). **If a student is absent or does not show up to present, check the student schedule to see what class they are in and check their classroom. If they are confirmed absent: 1) Ask for another student from that classroom to go at that time, 2) look on the “willing to go early list”, 3) recruit a student scheduled for later that day or the following day.**
- Check hostess and validator schedules for the next day and make reminder phone calls.
- Fill out paperwork for the following day; write out session times/student names/validators and attach list to each conference room’s envelope for the next day (as time permits throughout the day).
- Work with Sandie Pike to develop new student schedule for following day, if necessary.

Validators

- When validators arrive, ask them to sign-in and make a name tag; pass out validator instructions.
- Go over instructions, as the Panther Passage has changed a bit this year. Add any personal comments/experiences that add value.
- Ask the validators if they know any of the students on their list. If so, change the validator’s room number.
- Escort the validators to their assigned rooms as needed.

Note: If a validator does not arrive and is not available by phone, have one of the hostesses fill in using the library TA to backfill. Call Susan Meyer at 425-443-0471 (cell) or Vicki Hahn 425-749-6338.

After the presentations:

- Validators will return completed forms to you for filing; filing is by SSR teacher. The alphabetized folders are behind the sign-in table.
- Cross off each student’s name from the alphabetized list after you file their comments.

End of the Day:

- Pack up and put files and snacks in library back room (behind desk). Set up coffee for the next day.
- Organize things for the morning shift; check that envelopes are ready for next day. If it’s ready, make four copies of the student schedule for next day and leave one in the library and post the others on the three conference room doors.
- Pull tables and chairs away from books.
- Check the conference rooms, turn off computers, refill fortune cookies, sharpen pencils, make sure there is everything needed for the next day.

Any questions, please call Susan Meyer at 425-222-9616 (home) or 425-443-0471 (cell).