

Issaquah Middle School Spring Forum Hostess Instructions

Thank you for volunteering to help ensure that our Spring Forum program runs smoothly. Your efforts are truly appreciated! Again this year, a library TA will be available to assist you. Their knowledge of the building and the students (most TAs are 8th graders) will enable you to use them in various roles as "runners". The host/hostess responsibilities are:

Student schedule logistics

- Ms. Nishiwaki delivers/posts the daily schedule to library and conference rooms.
- Write out session times/student names/validators and attach list to each conference room's envelope for next day (as time permits, great to get this done for a day or two in advance). If a validator knows a student, switch their room to avoid discomfort.
- Check with office for list of absent students (usually available at 8:40) and periodically check for early dismissals. Cross-reference with the student schedule. See note below for next steps.
- Shortly after the beginning of each session, be sure a student is present; check-in each time a new student is scheduled to start. (TAs have been doing this with radios).
- **NOTE: If student is absent or not present, check the student schedule to see what class they are in and check their classroom. If the student is confirmed absent, ask the teacher for a volunteer to present. If there is not a volunteer, consider recruiting a student scheduled for later that day or the following day.**

Library

- Make coffee (see-instructions attached to coffee pot) If 3rd shift from previous day sets up coffee, custodian or library staff will start.
- Fill thermos with hot water from instant hot water in the staff workroom off the main office.
- Set out treats (brownies and chocolate), bottled water, tea and coffee supplies.
- Set out file box with SSR folders and other materials.

Conference rooms

- Check all three rooms for sharp pencils, pens, scrap paper; turn computers on.
- Make sure that "Spring Forum Fortune Cookies" are in the basket in each room (usually 9 students/room/day)

Validators

- When validators arrive, ask them to sign-in and make a name tag.
- When all are present, pass out instructions and comment forms; this can be done in shifts depending on arrival times and experience of validators. (Sometimes the comment forms have been pre-filled out with students' names by hostesses).
- Go over the instructions; add any personal comments/experiences that add value and help clarify. Ask that fortune cookies be given to students after they finish presenting.
- Escort the validators to their 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 McDonald at 351.1351.**

Post 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 from the alphabetized student list after you file their comments.
- Ask volunteers if they would be willing to volunteer again next year (form to fill out).

Additional responsibilities

2nd shift

- Check hostess and validator schedules for the next day and make reminder phone calls.

3rd shift

- Pack up and put files and snacks in library back room (behind the desk).
- Set up coffee for the next day.
- Organize things for the morning shift; check that envelopes are ready for morning shift.
- Pull tables and chairs away from books.
- Check the conference rooms turn off computers; refill fortune cookies