



GUIDELINES FOR VOLUNTARY MEETINGS/IMPORTANT BRIEF ANNOUNCEMENTS

1. Arrive at your r school at least 20 minutes before school is out.
2. Check in at the office, leave your announcement for the secretary or the principal to make (before the final bell rings) and proceed directly to the room where the meeting or brief announcement will be held. (usually the library) Find out what time the final bell will ring.
3. Introduce yourself to the librarian and thank them in advance for the use of their space. Make sure the librarian plans to stay for your meeting/brief announcement.
4. Proceed to the end of the longest hallway, (where you think most of the teachers' rooms are located) and wait for the final bell to ring. Begin to make your way back down the hallway, stopping at each room and pleasantly reminding the teachers of the meeting. Smile and be enthusiastic, remember you are trying to simply get them to the library. Here are some examples:
 - a. Remind them of any incentives which may be involved.
 - b. Remind them that "the meeting will only last a few minutes."
 - c. "It will be fun, fast, and informative.
 - d. Sometimes teachers may wonder why you're coming by to invite them when you've already given a note and made an announcement. Give the teacher additional information such as "I just wanted to let you know your aides are also invited to attend the meeting."
 - e. It also lets the teacher see that you are a nice person and not some plaid coat insurance salesperson. (If this statement applies to you...go shopping).
 - f. Say you're "just stopping by to make sure they got the announcement".
 - g. If a teacher tells you they are coming to the meeting tell them to bring a friend.
5. Return to the library in time to greet most of them as they arrive. This will give you a chance to make some fast friend and determine who the centers of influence are. You may also find out who is already enrolled with us, and any pertinent data relating to them. (claims, questions, or possible problems etc.)
6. Watch your time! If your note said the meeting would only last 10- 15minutes, make sure you keep it that way, you tend to lose their interest after that time has lapsed.
7. Remind them to give all necessary information on the **survey form**, and that TOMORROW IS ENROLLMENT DAY.
8. Be sure to have plenty of pens on hand to fill out survey forms.
9. Tell them you will be available immediately after the meeting to answer any additional questions, or to go ahead and enroll them in the program.