

# STUDY GROUP REP (SGR) IN-PERSON CLASS

## INTRODUCTIONS

- On the first day, please introduce yourself to your study group leader (SGL) and ask how you might be of help to him/her during the semester/session.
- You may send an email to your fellow class members, if you'd like, to introduce yourself and briefly describe your role, welcome them, and give any additional information. If you'd like to do this, more information about using the class email list is under "Contacting Class Members."

## CLASS FOLDER

- The class folder will be outside the classroom in one of the baskets next to the door. Please take the folder from the basket when you arrive and place it back in the basket after each class, as the office collects the folders each afternoon to check attendance lists and put new announcements (if any) inside.

### Materials in the class folder:

- Class attendance list
- OLLI announcements (if any)
- Lecture series flyer (**Fall/Spring only**)

## ATTENDANCE

- Please take attendance at each class session and record the total attendance for the day at the bottom of the day's column.
- After the first class, please call any class members who were absent and confirm their plan to attend the rest of class. Update the office on their response.
- For smaller classes, you can either circulate the attendance list, or people can check off their name as they arrive. For larger classes, please have people check off their name as they arrive (especially in Room A). **In this case, please plan to arrive at least 15 minutes prior to the start of class so you can set out the attendance sheet.** Here is an example of this (table tents optional):



- **Fall/Spring only:** The third week of classes, there will be a new attendance list stapled on top of the previous one. This is to account for the many drops/adds that occur the first two weeks. Please have people check off their name on this new list, starting with the current week. After this, if there are any additions to the class, you can have members handwrite their name on the attendance list.

## ANNOUNCEMENTS

- Please make any announcements (found in the class folder) at the start of class.
- **Fall/Spring only:** Please briefly announce the next week's lecture from the flyer in the class folder.
- Please ask members to silence their cell phones and step outside if they need to take a call.
- If in Room A, please use the hand-held microphone to make announcements.

## EMERGENCIES

**Always call 911 if there is an emergency.** Then, please call the OLLI office at 202-895-4860.

## OLLI LOCATION AND PARKING

### Class Location

4801 Massachusetts Ave., NW  
Office is in Room 501  
Phone: 202-895-4860  
Email: [olli@american.edu](mailto:olli@american.edu)  
Website: [www.olli-dc.org](http://www.olli-dc.org)

### Parking

All those coming to OLLI must park in the building's attached parking garage (\$2/hr) or in a metered spot on the street.

The "PaybyPhone" app can be downloaded from your phone's app store in order to pay for parking and add more time without going back to the garage. The 4-digit location code for the garage is 4889.

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## CLASS HANDOUTS

### ■ Digital Handouts

- Digital class handouts can be found on the handouts page of the website under the heading “Classes” for members to download. If there are no handouts listed for a class, the SGL has not submitted any to the office. Some SGLs prefer to email handouts to class members directly.

### ■ Paper Handouts

- There may be a small charge for paper handouts (photocopying) that SGLs request for their classes. As applicable, office staff will provide an envelope for collecting the money from class members. The envelope will indicate the amount of money to collect from each member (from \$5-20 depending on the size of the handouts) and will include a checklist on the front in order to keep track. **Please keep the money on you until all of it is collected OR bring the envelope with money to the office for safe keeping after each class. Please do not leave any money in the class folder.**

## CONTACTING CLASS MEMBERS

- You will be sent updated attendance lists over email as an attachment. You can use the information on it to contact a class member if needed. In the body of the email will be the email addresses. To email the whole class, click the “Email All Registrants” link. If this does not work with your email platform, you can also copy/paste all the emails into the Bcc field of a new email.

## FEEDBACK & SGL GIFTS

### ■ Please remind class members to provide feedback:

- The second week of the semester (*Fall/Spring only*)
- Towards the end of the semester/Shorts/Minis

- Constructive feedback helps OLLI know what members think about the classes, but most importantly, it serves as a reward for the time, effort, knowledge, and talent that our volunteer SGLs put into their classes. Feedback is collected either via paper form (in classrooms and outside office) or via the OLLI website under the heading “Classes.” Emails are sent to members with a direct link to the online feedback form.
- As SGLs are volunteers, it’s been a tradition among OLLI members to give a (completely voluntary) gift to their SGL at the end of the semester/session. **SGL gifts are collected online via the OLLI website under “Give” in the menu bar across the page. Note: The voluntary donations do not apply to any classes that are comprised of a different speaker every session, such as those from an AU department or Middle East Institute, etc.**

## EXTRAS

- Ask members to create and display a name tent (using the provided markers & paper) so that the SGL can call on people by name and so members can get to know one another by name. It’s helpful to write names on both sides of the table tent.
- Inform the office of any problems with technology, temperature, light, etc.
  - *Immediate need:* come to the office or call 202-895-4860
  - *Non-immediate need:* email the office (olli@american.edu)
- If in Room A, please pass the hand-held microphone to class members when they speak so that everyone can hear.
- Remind members to clean up after themselves before leaving. Return any belongings that are left to the OLLI office.

## SUBSTITUTE SGR

- If you will be missing a class, please find a substitute SGR within your class. **If you need to drop your class, please let the office know so we can find another SGR.**