



HELPFUL HOST HINTS: SPRING AND FALL

Thank you for hosting a class for OLLI this season. Here are some helpful hints for a successful class.

TWO WEEKS BEFORE CLASSES:

- Contact the instructor(s) to **confirm dates, times, locations, and how to handle Q & As.**
- Ask for a **brief biography** so you can do a short introduction on the first day of class.
- Handouts must be emailed to both Michelle Riggio (mriggio@bradley.edu) AND Bonnie Davis (bmdavis@bradley.edu) at least one week before each class session.
- Program the OLLI cell phone number into your phone: (309) 258-4142. You will call this number if you need a Tech Team member or a Continuing Education staff member for any reason during class.

FIRST DAY OF CLASS:

- Check in at the OLLI Registration Desk on the second floor of the Student Center for:
 - Instructor(s) name tag, thank you card (if teaching only one session) and handouts
- Please arrive in your classroom at least 10 minutes before class begins:
 - Please make our instructors and members feel welcome
 - If you have AV issues or are missing supplies, call the OLLI cell phone and request assistance
 - Make sure members are in the correct class; notify staff if class is too full.
 - Ask instructor to project with enough volume/use microphones whenever applicable
- Introduce the instructor to the class and review how instructor will handle Q & As.
- Please **take a moment to read the class description (ATTACHED) to preview the topic.**
- Ask class members to turn off (or silence, so typing won't interfere with instruction) all cell phones/tablets at the beginning of class. Phone calls should be answered outside of the room.
- Help the instructor to **begin and end the class promptly.** Rooms do not have clocks; please utilize a watch or a timer on your cell phone to keep the class on time.
- Report any classroom or equipment problems to the OLLI Registration Desk.

LAST DAY OF CLASS:

- **Note: the overall program evaluation (blue sheets) and the instructor's survey will be sent via email. The only hard copy evaluations to hand to members are for the individual classes.**
- **Check in** at OLLI Registration Desk to pick evaluations folder and hand out at the beginning of class.
- **Please count and record on red folder the number of people attending class on the last day.**
- **ENCOURAGE MEMBERS TO COMPLETE EVALUATIONS TO LET US KNOW "WHAT WE'VE DONE RIGHT."**
- The evaluation **includes suggestions for OLLI Lapel Pins** – if asked by your class members, please tell them the pins are awarded annually to 10-12 volunteers who have made a difference in OLLI.
- **You may want to stand by the door upon class completion to collect the forms.**
- Individual evaluations are available at (and may be returned to) the Registration Desk anytime.
- After class, please **collect evaluations and return the folder directly** to staff at the Registration Desk. **Please respect the privacy of our members by not sharing any information in the evaluations before returning the folder to staff.**
- **Present gift card/book/thank you note to instructor(s).** *Note: if an instructor teaches two or more sessions, he or she receives the gift card/book and thank you note. If an instructor teaches only one session, he or she receives a thank you note.*

EMERGENCY INFORMATION FOR OLLI CLASSES:

- For any medical emergency, dial 9-1-1 from any phone, then call the OLLI cell phone (309-258-4142) for staff assistance.
- Fire – lead your class to the nearest stairway to exit the building and gather in the Olin Quad (south of the Michel Student Center, across from the Hartman Center). Staff will have rosters to account for all class participants. Stay on site until official notification from BUPD that it is safe to re-enter building.
- Tornado – lead your class to the basement of the Michel Student Center and sit/stand against wall. Staff will have rosters to account for all class participants. Stay in place until notification from BUPD that it is safe to return to classroom. Staff is signed up for Bradley's ForeWarn system and will alert everyone if there's a watch prior to a warning.

Thank you again for hosting a class for OLLI this season!