

# VOLUNTEER HANDBOOK

## CLASS ADVISORS



U.S. CHAMBER OF COMMERCE FOUNDATION  
Institute for Organization Management

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### HOMEROOM

Homeroom is the first opportunity at Institute for classes to get together. The Class Advisor leads this session, providing students with an overview of what to expect throughout the week, answering questions, and collecting various sign-up forms. Below is a suggested outline for leading Homeroom.

#### **1. Welcome**

Welcome attendees. Introduce yourself and your Regent Partner, and explain your history with the program. Note that a member of the Board of Regents (or members) will visit each class during the course of Homeroom.

#### **2. Set the Tone for the Week**

Begin leading the session by congratulating students for making the investment to better themselves and their organizations through Institute. Stress that Institute is a time-proven method of professional growth and is most beneficial when participants meet their own responsibilities as students. Encourage them to take advantage of all opportunities both in and outside of the classroom. Mention that classes are meant to give an overview of all facets of running a nonprofit organization. Attendees should be cognizant that not all classes will be applicable to them at this point in time, but they might be in the future.

#### **3. Begin Building Class Spirit**

To facilitate class introductions and a team-building atmosphere, begin with an icebreaker. Also, ask students to prepare their tent cards, including their name and organization information.

#### **4. Review the Schedule of Activities**

Institute week is a busy five days. Participants complete 24 hours of classroom instruction and countless hours of bonus education, networking, and social events. It is important to plan accordingly. Review the day-by-day schedule of activities with the class. Here are some key items to cover:

**Exact Times:** Make students aware of the beginning and ending of classes each day, and differentiate between elective and required course format and length of time.

**Individual Course Schedules:** Everyone should be signed up for nine courses—six required courses and three elective courses—each occurring at different times.

**Scheduled Programming:** All participants should be encouraged to attend the optional programs and evening social activities.

**Volunteer Assignments\*:** Ask participants to help with introducing instructors, making class dinner arrangements, organizing a class T-shirt (if desired), etc.

\*Please note that some assignments may be completed prior to arrival on-site.

#### **5. Review Institute Policies**

Please review all Institute policies, including attendance. Be prepared to answer all questions if they should arise.

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#### **6. Collect Sign-Up Forms**

Please encourage students to take advantage of all the opportunities that Institute offers. Distribute and collect sign-up forms for:

- Guest Activity Registration
- Industry Consultations
- Silent Auction Items and Forms

#### **7. Contact Information**

**Class Roster:** Ask participants to correct any mistakes in their contact information.

It is the responsibility of the Class Advisor to collect necessary forms and turn them into the staff office immediately following Homeroom.

#### **8. Wrap-Up**

Answer any additional questions.