

VOLUNTEER HANDBOOK

CLASS ADVISORS



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

HOMEROOM

Homeroom is the first opportunity at Institute for classes to get together. The Class Advisor leads this 45 minute session, providing class members with an overview of what to expect throughout the week and answering questions. Below is a suggested outline for leading Homeroom.

Welcome

Welcome attendees. Introduce yourself and your Regent Partner, and explain your history with the program.

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 are fully engaged. 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.

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, which should include their name and organization. Note, while an icebreaker might not be necessary for returning classes, it's important to keep in mind that most classes will have at least one new member (fast-tracker).

Review the Schedule of Activities

The Institute week is a busy five days. Participants engage in 24 hours of classroom instruction and countless hours of networking and social events. It is important to plan accordingly. Review the day-by-day schedule of activities (found in the app) 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. Hard copies of personalized schedules will not be provided, but rather can be accessed through the app.

Scheduled Programming: Participants should be encouraged to attend all programs and evening social activities. Specific to Institute Kickoff, let class members know that some classes choose to do a cheer in demonstration of class unity.

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.

Review Institute Policies

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

Wrap-Up

Answer any additional questions. Lead your class members to the Institute Kickoff and encourage participation in any additional evening activities.