

VOLUNTEER HANDBOOK

CLASS ADVISORS



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

INSIDER TIPS

When asked for advice or anything they wish they had known going into the Class Advisor process for the first time, previous advisors provided the feedback below.

PRE-SITE

- Create or join your class Facebook group. Many discussions take place over this medium, and it's also a great way for people to get to know one another prior to arriving on-site.
- Don't be afraid to lean on your Regent Partner for any and all questions. They are there for you as a resource.
- Be aware of the class makeup and dynamic, including fast-trackers and whether or not the class is combined from the previous year.
- Second- through fourth-years: try and identify one or two class leaders and call upon them on an individual basis in the weeks leading up to and on-site.
- Share information with your class regarding the site logistics, i.e. distance between lodging and where classes are held, [recommended attire](#), including shoes if lots of walking is required, etc.
- Be aware of the [core curriculum](#) for your class and share examples from your own organization/experiences that align with the curriculum.
- While it is not required nor expected, snacks are always appreciated by attendees.
- The Southeast site has a tradition of decorating and/or theming Homerooms, but please note this is not required.

ON-SITE

- Remember that these people are your peers – while you have the IOM knowledge and insight on the site, there are varying levels of experience within the class. Remember you're there to serve them as a professional guide, and not be the principal or the boss.
- Set the tone for the week in Homeroom and drive home the attendance policy.
- First-years: pay attention the first and second day as to who emerges as the class leader(s). These people become a great ally to you in finding out how you might be more helpful, what is needed, and helping shepherd the group through the week.

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- Be aware that you will introduce yourself and announce your class in front of the entire group during the Institute Kickoff. While it is not required, many classes choose to perform class chants or cheers during this time, so it might be worth preparing for, or at least mentioning during Homeroom.
- Come prepared to the daily Class Advisor meetings ready to share updates on the class.
- Let them direct you how they want to be led. Some want a little more hand-holding than others.
- Go above and beyond to help with details. For example, once the class dinner location has been confirmed, find out information on parking and/or cost of an Uber, etc.
- Check-in with your faculty member prior to the start of class and ask if he or she wants to be introduced. If so, ask for a volunteer from the class, or feel free to do it yourself. Bios can all be found in the on-site app.

POST-SITE

- Follow-up with your class members after site and encourage them to remain connected with each other throughout the year.