Congratulations on being chosen to serve as a student facilitator for your Key Leader event. Your participation as a student facilitator is instrumental to the success of the program! You’re practicing service leadership with this opportunity to lead other participants.

**IMPORTANT REMINDER**
You will need to arrive by **2 p.m.** to meet with the lead facilitator. This time is crucial for you to go over your responsibilities for the weekend.

## Expectations

**My role as a student facilitator is to...**

- **Assist the lead facilitator throughout the weekend.**
  - Lead neighborhood discussions. Use the discussion tips in this guide to help your neighborhood get the most out of your time together.
  - Let the district chair and site coordinator know if there are issues with the facility or supplies.
  - Pay attention to what is going well, what is just ok and what needs some help. Be sure to let the lead facilitator know about any problems.
  - Be a role model. Lead by example! If participants see that you are involved and genuinely excited, they are more likely to get involved and be excited as well.

## Programs and activities

### Large group sessions

- Participate in discussions and encourage others to do the same.
- Help the lead facilitator by encouraging others to quietly pay attention when needed.
- Be ready to lead portions of these sessions if the lead facilitator asks for your help.

### Neighborhood meetings

- Make sure everyone introduces themselves to the rest of the neighborhood.
- Your neighborhood will present several items in front of the larger group. Be sure different members of your neighborhood are presenting each time.
- Pay attention to the length of time the lead facilitator gives for neighborhood activities. Keep your group on task.

### General information

- Be on time for all sessions and meals. Bring others with you!
- Keep the facility clean. Make sure trash is picked up from snack areas and your neighborhood tables.
- Make sure to write at least one Key Leader gram to each person in your neighborhood.
Preparation and registration

Preparation

- Prepare ice breakers and energizers for the weekend.
- Bring items such as cards, board games, sports equipment and other items to help people mingle and meet in a casual atmosphere during registration.

Registration

- Greet and interact with participants as they arrive. Introduce them to others to help avoid cliques.
- Make sure to include EVERYONE in games or icebreakers.
- Make your mailbox and encourage others to make theirs.
- Direct the “Meet Your Neighbor” activity.
- Ask the site coordinator how you can help.

Neighborhood meeting tips

Sit with, not above

Sitting on the same level as the rest of your group will promote a greater sense of belonging for the members in your group. This will help you build a strong community within your neighborhood.

Stay close

- Physical separation can cause distraction. Sit comfortably close.
- Keeping eye contact with your group will help them to stay engaged.

Be genuine

- Ask questions with genuine curiosity and listen to answers with authentic interest.
- Show REAL energy, enthusiasm and excitement.

Establish mutual respect

- Respect others’ opinions as you would like them to respect yours. This will make your neighborhood a safe place for sharing ideas.
- Diversity of opinions allows for rich conversation and unique learning opportunities.

Be aware

- Be mindful of low energy (stretch!). Use examples from your life or TV/movies to jumpstart slow discussions.
- Encourage inclusion. Notice group dynamics. Accept each person and help them participate productively.
Awkward responses and difficult people

Q: What do I do when I ask a question and no one responds, or they give answers such as “I don’t know” or “nothing”?

A: Give the group time to process your question. Count to nine in your head. If there is still no response, rephrase your question, ask a more specific question, or make it a “multiple choice” question by suggesting several possible answers.

Q: How do I handle the participant who takes over the group by constantly answering questions to the point that the rest of the group is hesitant to participate?

A: Ask questions to specific people. Set some ground rules (such as have a ‘talking stick’ or raise your hand and be called on before answering). Announce that you will be looking for an answer from someone who has not spoken in awhile.

Q: There’s a social butterfly in my neighborhood. How do I keep that person from talking and distracting the rest of the group?

A: Sit right next to the talker. Ask him/her a question directly.

Q: I have one member in my neighborhood who is very quiet and reluctant or unwilling to participate. How can I help them to get involved?

A: Give the individual specific responsibilities to help you out. Ask him/her questions directly. Be patient. Some people need a little more time to process your questions.

Suggestions for wild success

- Participate in activities and large group discussions.
- Be on time to sessions and meals. Bring others with you!
- Follow the example of the lead facilitator.
- Help out anywhere you are needed.
- Have fun!
- Be friendly and approachable to all participants.
- Ask thoughtful questions.
- Attend all student facilitator meetings.

Thank you for all of your hard work to make Key Leader amazing!

Have a fantastic weekend, and let us know how we can help you make this a stellar experience for everyone! Remember to return your student facilitator supply bag to the site coordinator on Sunday morning!