



# STUDENT FACILITATOR GUIDE

**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

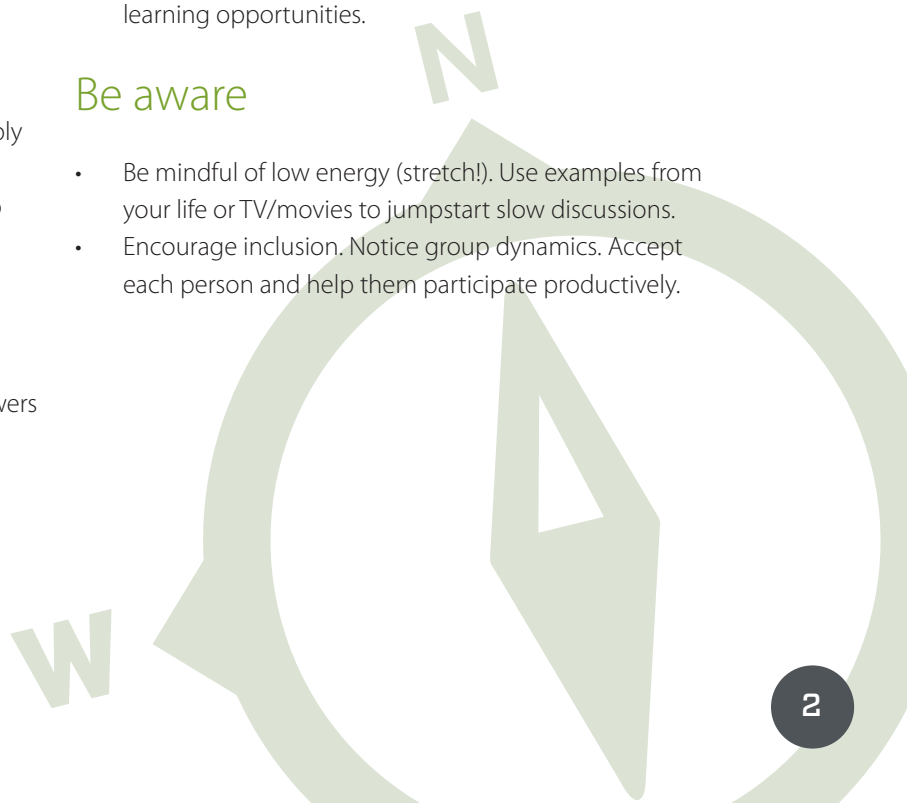
- Ask questions with genuine curiosity and listen to answers with authentic interest.
- Show REAL energy, enthusiasm and excitement.

### 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!

