

Facilitator's Checklist for NFLL

In an Emergency

- **IF YOU FEEL THE INJURY OR ILLNESS CONSTITUTES AN EMERGENCY, CALL 9-1-1 IMMEDIATELY to hasten the response of paramedics.**
 - Do not attempt to administer first aid unless directed by a 9-1-1 operator.
- **Then contact MCC College Police at 480-784-0911.**
 - All locations have the same phone number now.
 - Save the MCC College Police number to your mobile phone's address book in case you need it.

NFLL Facilitator's Role

- Assist the guest presenter before and during a class as a representative of NFLL.
- Attend NFLL Open House to share information about the class(es) you are facilitating.
- If possible, participate in the Curriculum Committee to bring your ideas, suggestions and to meet other facilitators.
- As a Facilitator, you are a member of the Curriculum Committee.
- Some New Frontiers members act as both the facilitator and the presenter for their class(es). The following steps can be adapted as needed.

Prior to Open House

- **Once you volunteer to facilitate a class, the Facilitator Coordinator will send you the class proposal with the class summary, presenter name, contact information and the presenter's bio.**
- **Call or email the presenter...**
 - **Introduce yourself, explain that you will be assisting him (or her) as a representative of New Frontiers (NF) and provide your contact information.**
 - **Confirm the class date, time and campus.**
 - **Invite presenter to Open House to help promote their class(es) and answer questions.**
 - Fall 2019 Open House, Friday, September 20th 1-3 PM at Dobson Library Room 145.
 - If desired, a short handout can be made available to the guests.
 - **If the presenter represents a business or service, remind them that soliciting for business/product during the class is not permitted.**
 - If they haven't signed a "Non-Solicitation Agreement" send the form for signature and request they return to you soon.
 - Send the signed form to the Curriculum Chair, Ruth Brooks, rrbrooks93@gmail.com.
 - However, the presenter can leave their business cards at the back of the room for after-class pick up. **Presenter cannot sell books in the classroom.**
 - **Confirm the presenter's classroom needs** (microphone, flash drive for presentation, handouts, etc.)
 - **MCC prefers users transfer information to a personal flash drive.**
 - Laptops are discouraged, but if the presenter requires a laptop they will need to bring a VGA/HDMI adapter to connect the laptop to the classroom equipment.
 - **Confirm that the presenter's bio is how they want to be introduced.** Request any other information as needed.
- **A week or two before the class, contact the presenter to clarify the classroom location and parking.**
 - Since the classroom can be changed, it is best to wait to communicate the location.
 - If they are not very familiar with the campus or class location, email them a campus map which shows the building location and parking.

Facilitator's Checklist for NFLL (Continued)

Prior to First Class

- **Setup a new Login and Password to login to the classroom computer system or make sure that existing Login and Password will work.**
 - Your Login is your MEID (this is listed on the upper right-hand corner of your MCC Student ID Card, a combination of the first 3 letters of your first name followed by numbers.)
 - If you have registered to use the classroom computer system before, try your login prior to class and make sure that it works.
 - If you do not have a password or your password for your MEID does not work, contact MCC HelpCenter prior to class time by calling 480-461-7217.
 - Explain that you are with New Frontiers and you need a new password for your MEID Login (give them your MEID).
 - The Help Desk will request some additional security information and give you a temporary password and you will need to login and change your password. Sign out when through.
 - Keep your login and password in a secure location.
 - For other non-urgent technology questions, the MCC HelpCenter can be contacted by email at helpcenter@mesacc.edu.

Prior to Each Class

- **Check out your assigned room and make sure the room has the equipment needed by the presenter.**
 - **If you are unfamiliar with the classroom assigned to your class and/or need assistance with the audio/video equipment, call for an appointment** with the Computer Technical Services a week or more before class for coaching, logging in and how to use the equipment.
 - Dobson MCC: 480-461-7687 or Red Mt 480-654-7705
- **Make sure you know how to operate the projector and other technology needed including:**
 - Logging into the computer with your MEID and Password.
 - Locating the flash drive outlet located on the podium.
 - Turning on and off the projector.
 - Locating the button for putting the screen up and down (if separate function).
 - Projecting the presentation to the projector and moving between screens.
 - If applicable, using the microphone and turning up and down the volume.
 - If a laptop, understand how to connect to the laptop and bypass the computer.
- **If the speaker needs a microphone**
 - Microphones are reserved on the Class Proposal.
- **An illustrated "Podium Operation Guide" is available on the NFLL website > Facilitators Toolbox.** There is also a Training Podium Video.
- **Obtain a Thank You card and gift for the presenter from Patty O'Brien** (bpob@cox.net), the Gifts Coordinator, for each class you facilitate.
 - Patty usually distributes the gifts and Thank You cards at the Open House or the first Curriculum meeting and Facilitator training of the semester.
 - If needed, contact Patty to make arrangements to meet and pick up the gift(s).
- **The Gatekeeper assigned to your class will email a list of attendees with contact information.**
 - Note: Guest presenter does not, nor should they ever receive the attendee's information.
 - **If a class attendee does not have an email address, the facilitator is responsible for calling these participants to remind them they are registered for the class.**
 - Contact the gatekeeper of those unable to attend so someone from the waitlist can be notified to attend the class.

Facilitator's Checklist for NFLL (Continued)

Prior to Each Class (Continued)

- **The gatekeeper will send the class Sign-in Form a few days before the class.**
 - Verify that the class date and time have not changed and is up to date.
 - Print Sign-in Form prior to class.
- **If needed, request copies or copy handouts.**
 - Request copies online with your MEID and password.
 - <https://www.mesacc.edu/employees/copy-center/copy-requests>
 - Instructions are available online. If needed, see the Download Instructions with screenshots.
 - Attach handout(s) needed before submitting.
 - Or go to copy center to get assistance completing the online form:
 - Dobson Copy Center – Academic Support Building (AS4)
 - Red Mountain Center – Desert Willow next to Neva's office
 - Give campus copy center enough time to complete request.
 - Pickup copies at the appropriate campus copy center.
- **Create and print signs for the door(s) of the classroom.**
 - If a last minute change in classroom, create and print signs directing students to newly assigned classroom.
 - If a class is cancelled, your gatekeeper will email a notice to class members. Put a sign on the door stating the cancellation and when class resumes. Remove the sign after the class time.

Day of the Class

- **Important Things to Bring:**
 - Sign-in Sheet with 1-2 pens
 - Signs for the door & tape
 - Your New Frontiers lanyard with name tag
 - Login information: MEID & password
 - Facilitator Checklist that includes needed phone numbers
 - Podium Operation Guide
 - The class proposal and/or guest presenter introduction
 - Gift and completed thank you card
 - An extra bottle of water for the presenter (to give to presenter before the first class)
- **Arrive early to help the presenter and/or yourself get organized.**
 - The normal classroom door is unlocked 15 minutes before class. If a longer setup and shut down time is requested on the class proposal, then the room will be opened earlier. Also, note that another class might be in session before or after your class.
 - If classroom is locked, call MCC Public Safety: Dobson 480-461-7046, Red Mt 480-654-7257.
- **Login to the computer system and get the presentation started to assure there is no glitches.**
 - If problems, call Technical Services by selecting the **HelpCenter** button on the classroom phone.
- **If a microphone was reserved on the class proposal, a microphone SHOULD be found in the classroom before class.**
 - If a microphone that was requested on the class proposal is not found in the classroom, then call Technical Services by selecting the **HelpCenter** button on the classroom phone.
 - For the larger Dobson classrooms, BP4 and BP5, pick up a microphone from the office in the building (BP101) before class.
- **Put signs on the door(s) with tape.**
 - If there is a change of classroom, put signs up on the door of the original classroom also.
- **Set the Sign-In Sheet and pens by entrance door.**
- **If possible, greet members as they arrive.**

Facilitator's Checklist for NFLL (Continued)

Day of the Class (Continued)

- **At the assigned class time, welcome everyone, introduce yourself, remind everyone to sign in and introduce the guest speaker.**
- **If needed, ask members for questions.**
 - Please repeat the question so everyone can hear. The guest speaker can then answer questions.
 - Remember that our students are seniors. Speakers should speak up and speak clearly. Do not hesitate to raise your hand and ask the speaker to speak up if needed.
 - Also, if the guest speaker has information to forward to the members after the presentation, the speaker can forward to the facilitator to email out to the members.
- **When the presentation is over, present the guest speaker with the gift, card and thank them.**
- **Return the memory stick to Guest Presenter and assist him/her as needed to clean up and leave room.**
- **Log off computer, turn off projector and other technology.**
- **If microphone was in classroom, leave in the room. If applicable, return the Microphone.**
- **Remove signs off all doors** (including original room signs if needed.)
- **Pick up Sign In Sheet and pens.**
- **Leave the room. MCC will lock the room. Smile!**

After the Class

- **Report number of people who attended class and the length of the class to Statistics Officer: AnnBloxam@Hotmail.com.**
 - If series of classes, report at the end of the class.
- **During the semester, track your volunteer times** (e.g. meetings, travel time, class preparation and time facilitating classes.)
 - At end of semester, report the total # of hours to Statistics Officer AnnBloxam@Hotmail.com.
- **Help us expand course offerings...**
 - If you have ideas or presenters for a class submit the **Class Proposal Form** found on the NFLL website under **Classes** tab.
 - This form should be filled in completely including the class title (25 total characters or less), description, size of class, date and time of class, a microphone can also be requested if needed, campus, amount of time for setup and take down (suggest 30 minutes time for each).
 - Proposals must be submitted prior to the cutoff date.
 - Deadlines for submission of class proposals: Fall: July 1, Spring: Nov 1, Summer: April 15.
 - Early submission is greatly appreciated.