



RLI FACILITATOR PREPARATION & PARTICIPATION INFORMATION

How to Sign Up to Facilitate

You should get an email from your Regional Coordinator with a link which will direct you to a page that allows you to commit to any/all sessions in which you wish to participate. Indicate a response FOR EACH SESSION to assist the Regional Coordinator in making assignments. If you do not get that email, please contact your Regional Coordinator.

Filling Out Your Facilitator Bio Online

RLI manages BIOs on DACdb. Log into DACdb and fill out or refresh your BIO by clicking on “My Data” and then on “Edit Member” and the “Bio/Notes” tab. This is important because the Regional Coordinator prints copies for the RLI Sessions AND uses it to introduce Facilitators at the event.

Advance Preparation

When you receive your facilitator assignment(s) from the Regional Coordinator:

1. Print out a copy of the agenda for the day
2. Review what session or sessions you will facilitate
3. Go to the RLI website - <https://midatlanticrli.org/documents/?folder=Facilitators>
4. Click on Part 1, Part 2, or Part 3. This will take you to the RLI faculty materials.
5. Scroll to the subject that you will be facilitating and click on it for techniques to be used for that subject
6. Review and become comfortable with the techniques that are to be used for your session(s).
7. Prepare any needed materials ahead of time such as flip charts and preview any video clips.
8. Review the Learning Styles and ensure that you consider something for each in the presentation of the session’s activities.
9. Remember you will need:
 - a. To write your name on the flip chart or board upon arrival
 - b. Take 2 minutes to introduce yourself, what time the session will end and review session goals
 - c. Review session materials including any handouts and online resources.
 - d. Take a few minutes at the end of the session to review session goals and relate to information, actions, and/or activities accomplished during the session.
 - e. Allow time for participants to complete evaluations.

Facilitator Tools and Supplies

Toolbox as described in Facilitator Training to include but not be limited to:

- Business cards (to distribute to attendees)
- Dry erase markers in bright colors
- Sharpie markers – various sizes and colors
- Scissors
- Ruler
- Paper clips and rubber bands
- Post it notes in different sizes and colors
- 4x6 index cards in different colors
- Painters Tape

Flip Chart

Electronic Device (if needed)

Faculty Dinner

There is often a faculty dinner the night before the training. The Regional Coordinator (RC) and/or District Chair will provide the name and address of the restaurant and hotel for out of town faculty. You are encouraged to attend these dinners as they can be helpful. The RC will generally review the RLI day, give location instructions, time to arrive and any specific instructions for that RLI training. The cost of the dinner is the responsibility of each faculty member as per Reimbursement Policies.

Day of the Training

1. Arrive early, before registration begins – the Regional Coordinator will give you the time at the Faculty Dinner.
2. There is generally a Faculty Lounge where you can leave your belongings and work between your sessions.
3. Help set up session rooms
4. Learn where your assigned session room(s) are located
5. Be certain the RLI Part 1, 2, or 3 sign is placed in a prominent position outside the door.
6. Learn where the bathrooms are
7. Know where breaks and lunch will be served.
8. Plan to stay after the last session for any pertinent information that might be shared as well as graduation for Part 3 participants

Note: Reimbursement forms can be accessed online with other faculty materials.

Room Arrangement

1. Arrange the room in a U shape preferably with the flip chart and white board in the open end
2. Be certain there are sufficient chairs for participants and move enough to move around for group activities.
3. Arrange for a table or space for your notes and materials. Also, a chair up front for you if one is available.
4. Check room for white board or possible flip chart
5. Check for a clock in the room. If there is not a clock, arrange for a timekeeper and WATCH your own time.
6. Make sure you have markers and erasers.
7. Attempt to separate Rotarians belonging to the same Rotary Club. Mixing them up helps facilitate more interaction.

Facilitator Hotel and Mileage

HOTEL: The hotel stipend is \$75 for one night, available upon request. Usually more than one night's lodging is not needed. The Regional Coordinator or District Chair will recommend a hotel and send out information on location and price ahead of time. If you are eligible for AARP or AAA rates, ask about them. They may or may not be lower.

TRAVEL STIPEND: Twenty (20) cents per mile mileage reimbursement rate for all miles driven by faculty or staff in support of an RLI event.

REQUEST REIMBURSEMENT FORM: Please complete as soon as possible after the event and send to RLI Treasurer with documentation. The form is available online at the RLI website (<https://midatlanticrli.org>) in the **Facilitators** file as well. Send to Barbara Dresser via email at barbara@dresser.cc. If you do not receive your reimbursement within 30 days, please check with Barbara.