



Offsite Class Rep Outline

updated 9/1/2018

Class Binders:

- Osher office emails Class Rep when the binder is ready to pick up at 7 Lebanon Street office.
- Binder must be brought in and out of the location each week.
- The week class ends, return binder with all paperwork to 7 Lebanon Street, Suite 107, Hanover, NH.

Class Rep Binder Includes:

- Name Badges
- Attendance sheet
- 5 Rosters in back
- Follow-up Forms & Envelope (recommend on-line versus paper)

Prior to First Class:

- Create a plan with Study Leader in case a class is cancelled (weather or sickness). Email the plan to all those registered before the class begins.

First Class:

- Introduce yourself as the Class Rep to the class and the Study Leader.
- Reiterate the cancellation procedure that was previously emailed to the class.
- Tell members "Please help return the room to the original set up when class ends and move outside the room, so next class can set up."

Name Badges:

- Hand out permanent name badges. Advise those members to "Keep it".
- If class member has a question about their name badge, please have them contact the office directly.
- Use stick-on badges for those who left name badge home.

Each Class:

- Take attendance at every session please
- Email osher@dartmouth.edu of any occurrences below:
 - a student is consistently absent
 - some concern is expressed, or you sense a problem
 - a student decides to drop
 - a member, or guest, comes to class and does not appear on the roster, even if Study Leader is aware

Ongoing Class Rep Duties:

- Encourage students to give feedback to the Study Leader or to share their concerns with you if they are not comfortable addressing the Study Leader directly.
- Share any comments or concerns with the Study Leader or call the office immediately if there are major issues of any kind.

7 Lebanon Street, Suite 107, Hanover, NH 03755-2112 Phone: (603) 646-0154
Office Hours: Monday through Thursday 8:30 AM – 4:30 PM & Friday 8:30 AM to 1 PM
E-mail: osher@dartmouth.edu Website: osher.dartmouth.edu

Next to Last Class:

- Encourage members to complete the follow-up form online by visiting osher.dartmouth.edu home page. (Difficult with hand-written forms.)
- Distribute paper follow-up forms for those who request one. Ask people to return form at the final session.

Last Class:

- Collect any Follow-up forms.
- Return binder with all paperwork to 7 Lebanon Street, Suite 107, Hanover, NH.

Thank you for your help! Members, Study Leaders, and staff appreciate your support!