

OFFSITE CLASS REPRESENTATIVE OUTLINE

updated 1/4/2017

Class Binders:

- Osher office will email Class Rep when the binder is ready to pick up at 7 Lebanon Street office.
- You keep binder during term.
- Return binder with all paperwork to 7 Lebanon Street the week class ends.
 - EXCEPTION Hanover Senior Center: Binder can be kept at HSC in the drawer or closet of the class room. Keep it there for term. Return as above.

Class Rep Binder Includes:

- Name Badges (for those who haven't received one yet: give out at FIRST class)
- Attendance sheet
- Roster (note anyone without an email and confirm contact method)
- Follow-up Forms & Envelope (end-of-term forms for suggestions, etc., front cover pocket)

First class:

- Introduce yourself to the Study Leader, let them know you are the Class Rep and share any announcements.
- Hand out permanent name badges. Advise those members "Keep this." If a member reports they never received one, email the info to the office. Provide stick-on badges for those who left badge home.
- Make appropriate coffee/beverage status announcement per info below for your site.
- Tell members "Please help return the room to the original set up when class ends, and move outside the space so next class can set up."
- Advise members needing corrected or replacement name badges to call the office to order.

Each Class:

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

Next to Last Class:

- **Ask class members to complete the Follow Up form online.** They just need to go to the web site osher.dartmouth.edu and it will be on the home page.
- Distribute Follow-up forms to those who cannot do on computer. Check off names who got paper copy, ask for their return at the final session.

Last class:

- Collect any Follow-up forms and check off names who turn it in.

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 leader directly.

OFFSITE CLASS REPRESENTATIVE OUTLINE (cont'd)

- Share with the leader any comments or concerns related to the study group arising within the first couple of weeks of the term. Email or call the office immediately if there are major issues of any kind.

Osher@Dartmouth Offsite Coffee and Other Beverages:

- **For HSC and the Nugget:** Please remind students to make a cup-by-cup donation to offset costs.
- Hanover Senior Center: has Osher-provided coffee supplies. HSC staff make the first pot of coffee. If you need a 2nd pot for your class, please make it. NOTE: Unplug or turn off the pot when class ends.
- Nugget Theatre: Class reps have Osher-provided coffee supplies and will setup beverages.
- **For Other Locations:**
- Woodlands, Harvest Hill, St. Thomas Church, and Wheelock Terrace: Coffee is complimentary. Please take a moment to thank the host site's staff for making it available.
- All other offsite locations: coffee is NOT supplied at your location.