

DUTIES OF LEADERSHIP FACILITATORS

Friday, February 7th, 2020

Please register in the Civic Ballroom (2nd floor) at 8:00 a.m. on **Friday, February 7th, 2020**. Please introduce yourself to the workshop facilitator, Patty Mah from University of Waterloo and Kim Alexander, DECA Ontario. Programming starts promptly at 8:30 a.m. with registrations and the actual day begins at 9:00 am with the Keynote.

1. Take attendance between 8:30 am – 9:00 am. One sheet per table. Have students sign in and then collect sheets by 9:00 am.
2. Facilitator will be from University of Waterloo
3. You will act as facilitators for the day and will take direction from the UW group
4. Students who are late (more than 15 minutes) will not be allowed in; please make a note of their name on the attendance sheets as LATE
5. NO students are allowed to leave during the session except for scheduled breaks and lunch
6. Washroom breaks??! Like a class... only two at a time. Please position yourselves at the doors
7. Students who are not actively participating and who are less than exemplary, should be asked to leave; please confiscate their name badge; give them to Kim Alexander and she will bring them forth to the Disciplinary Committee
8. Take attendance for both the morning and afternoon sessions (there are TWO sets of attendance sheets)
9. Students are expected to stay for the ENTIRE session

*** Rules will apply for both morning and afternoon sessions