

DUTIES OF LEADERSHIP FACILITATORS

Friday, February 9th, 2024

LDA Manager	Provincials Ballroom	Hillary	McKay	North Park SS
LDA Assistant	Provincials Ballroom	Mitchel	Russo	Mary Ward CSS
LDA Assistant	Provincials Ballroom	Sonia	Bachra	Port Credit SS
LDA Assistant	Provincials Ballroom	Wendy	Larm	Cardinal Leger SS

Please register in the Provincials Ballroom (2nd floor) at 8:00 a.m. on **Friday, February 9th, 2024**. Please introduce yourself to Curtis Hayley, Beyond Consulting. Programming starts promptly at 8:30 a.m. with registrations and the actual day begins at 9:00 am.

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 Curtis Hayley, Beyond Consulting
3. You will act as facilitators for the day and will take direction from Curtis.
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 Curtis and he 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). If the facilitator moves the kids during the morning session, please make sure they sit by original table number for afternoon attendance
9. Students are expected to stay for the ENTIRE session
10. CONSOLIDATE the attendance sheets into one so I can see NO SHOWS for the day. Use the ORANGE sheets sorted by SCHOOL to tell me if they showed up. Please be clear if they were absent and for WHICH session. Will need to contact the school and the advisor.

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