



RLI FACILITATOR PREPARATION & PARTICIPATION INFORMATION

How to Sign Up to Facilitate

You should get an email from your Regional Coordinator with a link you can click to bring up a page that allows you to commit to any / all sessions you wish to participate in. Please click 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

We are managing BIOS on DACdb. Please 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 RLI33.org web site - <http://www.rli33.org/materials-for-facilitators/>
4. Click on Part 1, Part 2 or Part 3. This takes 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 & become comfortable with the techniques that are to be used for your session(s).
7. Prepare flip chart pages in advance when possible
8. Remember to review the 4 learning styles and ensure that you consider something for each in the presentation of the lesson's activities.
9. Remember you will need:
 - a. To write your name on the flip chart or board upon arrival
 - b. 3-5 minutes to
 - i. Introduce yourself,
 - ii. Remind them of time the session will end,
 - iii. Tell them what page to turn to,
 - iv. Review the session goals,
 - c. Review the session materials box on right side – includes materials in their notebook AND materials online & PPTs, etc
 - d. 2 -3 minutes at the end of the session to review session goals & relate to information/actions/activities accomplished during session
 - e. 2-3 minutes to complete evaluations
 - f. This gives you about 40 minutes for your two – three activities

Facilitator Tools & Supplies To Have With You

- Business Cards to distribute to attendees
- Dry Eraser Markers in bright colors
- Two or three colored Sharpie Markers
- Scissors
- Ruler
- Paper clips & rubber bands
- Post-its in different sizes & colors
- 4x6 cards in different colors
- Scotch Blue Painters Tape or Masking Tape
- Flip Chart – preferable a Stickable Flip Pad
- Candy (if you wish)

Facilitator Dinner

There is a Facilitator Dinner the night before the RLI training. The Regional Coordinator will give you the name & address of the restaurant. You are encouraged to attend these dinners as they are most helpful. The Coordinator will generally review the RLI day, give location instructions, time to arrive, and any specific instructions for that particular RLI. Facilitators receive a \$30 stipend for each dinner. If a spouse attends with you, you will be responsible for their dinner expense PLUS any alcoholic beverages.

Day of the Rotary Leadership Institute

1. **Arrive early**, before registration begins – Regional Coordinator will give you the time at the Facilitator Dinner
2. There is generally a Facilitator Lounge where you can leave your belongings and work between your sessions
3. The Regional Coordinator generally holds a Facilitator meeting in the Facilitator Lounge prior to the beginning of the Sessions where special instructions & information are given and questions answered
4. Help set up session rooms
5. Learn where your assigned session room(s) are located
6. Be certain the RLI Part I, II or III sign is placed in a prominent position outside the door.
7. Learn where the bathrooms are
8. Know where breaks and lunch will be served
9. **Plan to stay after the last session** for debriefing, to review all evaluations and to discuss the day and any special information that should be brought to the attention of the group.
10. **NOTE:** The Regional Coordinator will generally distribute reimbursement forms at the debriefing session at the end of the day

Room Arrangement

1. Arrange the room in a U shape preferably with the flip chart & white board in the open end.
2. Be certain there are sufficient chairs for participants.

3. Try to have a table or space for your notes and materials. Also a chair up front for you if one is available.
4. Check room for flip chart and/or white board
5. Check for a clock in the room. If there is not a clock, appoint a timekeeper and WATCH YOUR OWN TIME!
6. Check for eraser and markers (you should also have your own supply)
7. NOTE: Try to separate Rotarians belonging to same Rotary Club. Mix them up helps facilitate more interaction.

Facilitator Hotel & Mileage

HOTEL: The hotel stipend is \$50 for one night, available upon request – we usually do not need more than one nights lodging. The Regional Coordinator will recommend a hotel and give you the address and cost of the room that has usually been negotiated – but if you are an AAA or AARP member, always ask about these special rates. They may or may not be less.

TRAVEL STIPEND: Twenty (20) cents per mile mileage reimbursement rate for all miles driven by Facilitator or Staff in support of a Rotary Leadership Institute. (rev. 4/26/2018)

REQUEST REIMBURSEMENT FORM: Please complete immediately but not more than one week after you have incurred the expenses (they must be posted to the correct RLI event ASAP to keep our accounts accurate.). **This form is available at:**

<https://dacdb.com/Accounts/3333/Downloads/0/Facilitators/Reimbursement Request Form.pdf>. You may send to Treasurer Linda Carducci via email at: lindacarducci@gmail.com. Her information is also on the bottom of the form. IF you do not receive your reimbursement within 30 days, please check with Linda about your request.