

Before series begins:

- Download the following documents:**
 - This checklist
 - The Guide for Teachers and Facilitators
 - The facilitator evaluation form
 - In-kind contributions form
 - W-9, if you have changed your address
 - The completed, signed application – this is your contract for the series

- Coordinate dates, times and discussion theme/books with the class teacher** once you have been introduced through the *Connections* office by phone or email. Plan a face-to-face meeting. It can also be very helpful for you to meet the class in advance of the program. You, the teacher and her or his class can discuss themes and select books for the series. Please see the **Guide for Teachers and Facilitators** in the forms library.

- Review online *Connections* materials, discussion guides, blogs, etc**

- Discuss your plan with the *Connections* Coordinator**

- Review the completed application and sign in the space provided, then email back to the *Connections* office.**

- Plan first book discussion with your facilitator – see (Guide for Teachers and Facilitators)**

During Series:

- Check in with teacher after class, or in between classes to adjust methods, pacing, or reading selections
- Check in with *Connections* Coordinator about how series is going, email discussion guides and activity plans and writing exercises.
- Coordinate prep and supplemental activities with the teacher (see Guide for Teachers and Facilitators)
- Create a classroom environment that encourages discussion by:
 - **Moving classroom furniture** so that participants face each other in an open circle or square around large, (or clusters of small) tables. You can also set up activity areas in the room. If you are bringing in hands-on materials and projects, plan in advance how these activities will be best served by the arrangement of the space.
 - **Bringing in special refreshments** the day of the book group. Coordinate with teacher and class about foods which might represent a theme.
- Check in with facilitator at the end of each session to debrief and plan for next session.

At the End of Your Series

- Complete facilitator evaluation and email to *Connections* office
- Complete in-kind contributions form and email to *Connections* office
- Email any photos you would like to share