**Purpose**:

* This document is an overview of how the faculty & student session should run during Alumni Homecoming.
* This document should be distributed to AF AHS faculty at least 24 hours before Alumni Homecoming so that faculty can strategically select which topic they select during the session, prepare questions to ask alumni and utilize the limited time with alumni.
  + Remove the script for Principal and Alumni Counselor’s comments at the conclusion of the session before distributing to faculty
* Additional documents that correspond to the faculty session overview:
  + Exemplar`Faculty Topics
  + Exemplar`Faculty Session Sample Questions
  + Exemplar`Notes from Faculty Session

**Logistics:**

* Session length: at least 45 minutes
* Room set up:
  + 5 circular tables
  + 1 table tent/table that clearly identifies the topic to be discussed at that table
    - Table tents should be printed on card stock so they can stand up on the table
    - Sample topics: Academic Successes, Academic Challenges, Life Skills, College Readiness Seminar, Study Skills, Mathematics, Sciences (See: Exemplar`Faculty Topics)
  + Poster paper for each table
  + Colored markers, 1 color assigned to each of the 5 groups of alumni
  + Sample questions at each table
  + Snacks and beverages (water, soda, coffee) should be set out 5 minutes before the start of the session
* After the session, collect each of the poster paper with notes, have AF AHS Ops Team transcribe the notes into an Excel document according to + / ∆ / Notes (See: Exemplar`Notes from Faculty Session)

**Run of Show**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Activity** | **Who is Involved?** | **What is happening? What is being said?** |
| 5 min | Mingle, Snacks | All Participants | * Alumni are talking with faculty * Alumni are selecting their first table and/or their group * Faculty are initiating conversations with alumni * Faculty are selecting their table * Alumni & faculty are getting food/drinks |
| 30 seconds | Welcome | Alumni Counselor | * Alumni counselor is getting the attention of all participants, indicating the start of the session * Thank faculty for staying late |
| 1 minutes | Brief Overview of Flow | Alumni Counselor | **Overview:**   * Faculty should be seated at the table that corresponds to the topic they want to talk to alumni about * Alumni will rotate when the timer goes off * Faculty will remain at their table when the timer goes off * Alumni should assign 1 scribe within their group * Alumni scribe needs to bring their marker with them to each table   **Material(s) Needed:**   * Timer set for 5 minute intervals, audible to whole group * Alumni scribe has their group’s colored marker |
| 5 minutes | Table #1 |  | * Model for conversation and notes: highlights (+ column), challenges (∆ column), miscellaneous (notes column) * Faculty are leading discussion with alumni and asking probing follow up questions for clarification * Alumni are speaking from experience and providing concrete examples |
| 15 seconds | Transition #1 |  | * Alumni are moving clockwise to the next table * Alumni scribes are bringing their colored marker with them * Faculty are staying at the table * Note paper is staying at the table |
| 5 minutes | Table #2 |  | See Table #1 |
| 15 seconds | Transition #2 |  | See Transition #1 |
| 5 minutes | Table #3 |  | See Table #1 |
| 15 seconds | Transition #3 |  | See Transition #1 |
| 5 min | Table #4 |  | See Table #1 |
| 15 seconds | Transition #4 |  | See Transition #1 |
| 5 min | Table #5 |  | See Table #1 |
| 30 seconds | Wrap up |  | * Alumni and faculty are wrapping up conversation |
| 1 minute | Bring the group back together | Alumni Counselor | * Alumni counselor is getting the attention of all participants, indicating the start of the session * Thank faculty for staying late |
| Staff Assistant | * Shout Out pads + pens are distributed to tables |
| 30 seconds | Intro shout outs | Alumni Counselor | * “Please take 1-2 minutes to write a shout out for another alum or a teacher, we will then share out.” |
| 2 minutes | Writing shout outs | All participants |  |
| 5 minutes | Share shout outs | Alumni Counselor  All volunteers | * Alumni Counselor controls the Shout Out sharing by selecting volunteers |
| 1-3 minutes | Principal comments | Alumni Counselor  Principal | * Alumni Counselor hands over the “floor” to the principal for a few final comments * Spirit of principal’s comments: thank you for coming today, keep up the hard work this semester |
| 15 seconds | Announcing the end | Alumni Counselor | * “Thank you for your shout outs and thank you again for all participating, faculty and alumni, please feel free to leave at this point.” |