How to Facilitate an ECSU Program

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Easy as 1, 2, 3

1. Think of a program idea
2. Put a program request in FileMaker & submit it
3. Once request is approved fill out all appropriate paperwork
4. Contact presenter(s) if necessary
5. Advertise a week in advance
6. Prepare for program (shopping, gathering materials, etc.)
7. Hand in appropriate paperwork
8. Remind presenter(s) week of
9. Advertise again (day of)
10. Set up & organize
11. Show time!
12. Clean up
13. Fill out post program report & submit it
14. Be sure to thank all presenters with a note
15. File away all copies of paperwork in the correct places
Activity

*Please get into SIX groups of 10 or 11 people*

• Each group will get a scenario that explains a challenge you may come across while programming

• Each group must act out one solution to their problem

• After each scenario, the whole group will discuss additional solutions
Scenario 1

The whole staff has a building wide luau (social) program planned for the end of the year. The staff has already created a huge list of food, games, and prizes that you all want to have at the program. At your next staff meeting HD Emma tells you that the budget is looking thin and you might have to watch your spending.

What could you do?
Solutions for low budget programs

- Check your leftover stock supply
- Buy store name brands
- Review your list with your staff and eliminate unnecessary items
- Get creative and hand make some supplies
- Ask residents to help bring food or supplies
- Look for games already in your hall
- Ask other halls for supplies
- Contact UROC, submit a proposal for more money (needs at least 2 weeks in advance)
Scenario 2

You planned a health and wellness program two months in advance, with a speaker from CAPS. Two days before your program the speaker cancels and you are stressing out.

What could you do?
Solutions for speaker cancellations

• Ask a professor who teaches about the topic to present
• Contact the Hall Directors and see if any of them have training on the topic
• Change the program date (*Always important to contact your speakers the week of and to schedule a back up date with)
• Inform HD and postpone the program
Scenario 3

You and a few residents are hanging out, chatting in the common room. You are talking about the building and the events that occur in it when a resident says, “I never know when programs are going on, do you all advertise?”. You tell your residents yes and continue to show them all the flyers posted on the walls.

What could you do so residents notice your advertisements?
Solutions for residents not seeing program flyers

• Post flyers on individual room doors
• Make unique flyers (Ex. Mini flags for a heritage program, etc.)
• Write on the sidewalk outside your building in chalk
• Personally deliver flyers, program objects, etc. to residents
• Email residents, create a Facebook group/Twitter hash tag, etc.
• Personally tell each resident about your programs
Scenario 4

You have done 3 programs so far and have noticed that your attendance is fairly low. The few residents who do show up seem bored and are on their phones, daydreaming, etc.

What could you do to create programs that residents can relate to?
Solutions for creating relatable programs

• Ask strategic questions during one on ones, CDA’s, and health & safety inspections to see what residents are interested in
• Pass out an interest survey
• Take mental notes of things you see your residents doing often (playing video games, basketball, etc.)
Scenario 5

You chose to adopt The Hunger Banquet as an adopted program because you went last year and found it very eye-opening. When you put a sign-up sheet in the office you had over 20 residents sign up. However on the day of the event only 5 people showed up.

What could you do to keep attendance high for adopted programs?
Solutions for keeping attendance high at adopted programs

• Remind residents the day of the event
• Keep residents interested all week by posting extended info. about the topic in your hall
• Advertise priority points
• Offer to bring food to the program or provide food after
Scenario 6

RA Alexis held a program last night about time management, that you attended. During the program you noticed residents were having side conversations and texting the whole time.

What could you do at your own program so you have the residents’ full attention?
Solutions for having residents’ full attention during a program

- Make sure your programs are interactive with hands on activities
- Use resident’s names while giving examples
- Show a funny video clip/comic related to your topic
- Give out small prizes for participation (candy, stickers, etc.)
- Ask residents to leave and erase their names from the attendance sheet (no priority point)
Scenario 7

Tony assigned you a curriculum program about Financial Aid. He also challenged you to not buy food for the program.

What could you do to get residents to attend a curriculum program without food?
Solutions for getting residents to attend curriculum programs without food

- Make the program into a game
- Find funny video clips/comics about the topic
- Creatively advertise by not mentioning the topic
- Advertise priority points
RA Marc has an outdoor alcohol program planned for next Tuesday, but the forecast is showing 30% showers for that day.

What could you do if you plan an outdoor program and see rain coming?
Solutions for bad weather interrupting a program

• Make a rain date/reschedule
• Move the location of the program
• Change the time of the program, depending on the weather
RA Meredith has a Zumba social planned in a few weeks. She does not know how many people will attend but either way Winthrop doesn’t have much space for people to move around in.

What could RA Meredith do?
Solutions for having limited programming space

• Move her program to a bigger building (Mead Commons, BTR, etc.)
• Reorganize furniture in her building to make space
• Hold the program outside
Scenario 10

The end of the semester is wrapping up quickly and you have two more programs to complete. After brainstorming for a week you are totally out of ideas for new programs.

What could you do to get ideas?
Solutions for finding program ideas

- Talk with your peers/HD
- Search everything and anything on Pinterest or other sites
- Go visit Lamar, Paul, Angela, or even Sonya
- Read the newspaper
- Watch TV
- Ask your residents
- Ask friends who go to other schools
- Look through hash tag on Twitter and/or Instagram
RA Brianna is holding a community service program where she needs to collect money, goods, etc. However she does not have a lot of time to do that herself and the residents should be participating.

What could you RA Brianna do?
Solutions for getting residents to donate/collect items for community service

• Get residents to have a fundraiser
• Ask residents for spare change to donate to the cause
• Do a Penny War
• Place donation boxes around your building
Scenario 12

HD Hatef called you into his office the other day and told you he loves your program ideas. But he would like to see you assessing them better.

What could you do to assess your programs better?
Solutions for assessing your programs better

• Create a fun assessment method like a game show/scavenger hunt, etc.
• Use index cards for feedback learned
• Relook at your objectives, make sure your residents are learning something from the program
• Ask yourself what you want residents to take away from the program

*See Learning Outcomes & Program Assessment PowerPoint for more types of assessments*