

SOCIAL COORDINATOR PROCEDURES

Thank you for volunteering to be an LIR Study Group Social Coordinator! Your role is an important one in assuring that the Study Group becomes a memorable experience for yourself and the other Study Group members. Your duties as Social Coordinator are as follows:

Please arrive at least thirty minutes before the Study Group start time! This is very important because several of the Study Group members tend to arrive early. While wearing your LIR nametag, stand in a prominent space near the door, and direct the Study Group members to their classroom location as they enter the building. Please stay in the reception area until shortly before the start of the Study Group.

Actively encourage all Study Group members to get to know one another. Assist with the organization of carpools if there are members interested in carpooling.

Plan some or all of the following activities:

- Go to lunch as a group.
- Attend a University function or activity related to your Study Group. Check the free USF newspaper, the Oracle, for current event information.
- Plan a Study Group related field trip. This may require some time, so start early!

Study groups often elect to ‘thank’ their study group leader by taking them to lunch before or after the last session. If your group decides to do this, please keep the following guidelines in mind:

- Be clear when passing the hat, that contributions are **entirely** voluntary. Don’t allow anyone to contribute beyond a nominal amount; don’t allow anyone to feel they must contribute.
- Funds collected (or left over from other activities) may be converted to a small gift, a gift certificate, or donated to the Lee Leavengood Senior Programs Endowed Scholarship fund. **Please don’t give study group leaders cash!**

If you have any questions, please call the LIR Coordinator at 974-5166.

Thank you again and enjoy your study group!!!