

## Class Agenda August 11, 2022

- ❖ New Student Tours
- ❖ Greeter Responsibilities
- ❖ Review Syllabus
- ❖ College Teams
- ❖ CFES Club Assignments
- ❖ Raise.Me & GoingMerry
- ❖ One-on-One Post-Secondary Plan Meetings
- ❖ Myers-Briggs Assessment
- ❖ Missing Trainings

# Greeter Responsibilities

## Responsibility Review: Greeter

- First face visitors see
  - Open door if locked
  - “Welcome to The College & Career Resource Center. How may I help you.”
- Greeter ensures sign in either through QR code or on laptop at greeter desk.
  - If students “choose” not to sign in, direct them to Ms. Lumb
- Directs student to either an ambassador or an adult to help them.
- Greeter doesn’t leave their table unless all other ambassadors or adults are busy.
- Greeter reminds ambassadors to push in chairs and put laptops in correct charging station and change the class video before class ends.
- Greeter must contact their team AND Ms. Lumb if they will be absent or late to class.

## CFES Club Assignments

1. Review your club’s page on [www.bhsgcc.com](http://www.bhsgcc.com)
2. Begin/continue working on a flyer to advertise your club
  - a. Use [www.canva.com](http://www.canva.com)
  - b. Share the flyer with your club leader & supervisor
    - i. See Ms. Davis for emails if needed
3. Create/Review a Remind class for your club
  - a. Use personalized code instead of the one they give you