Come to the Registration Area by 9:15am to pick up your Group/Sharing Leader Packet. Your packet contains a roster of students assigned to your group, a nametag for you to wear identifying yourself as that group’s leader, a Group Schedule, a “group tag” you can hold up to help you locate your students during the course of the day, pencils for the Writing Session, and a Rendezvous schedule.

Locate the room where you will meet up with the students in the group you are leading. Be in your room by 9:20am.

**MEETING YOUR GROUP:**

- Make sure the students are wearing nametags and are identified with your group.
- Compare included student roster with the students present. There are extra boxes on the roster that you can use for “roll calls” during the day. Be aware that schools may need to make last-minute substitutions for students who are not able to attend. Your student roster may not reflect these substitutions.
- Explain that the group will stay together all day until the Rendezvous at 2:20pm.
- You may want to collect students’ manuscripts and store them in the folder provided. Be sure the student’s name is on their manuscript. Ensure students take their manuscripts home with them.

**WRITING SESSION:**
Your group’s Writing Session Leader should be in the room when you arrive. Most Writing Sessions will include two groups of students, and will meet in one of the classrooms on campus.

- Distribute the pencils to students in this session. If you need additional pencils, contact us in the registration area.
- Assist the Writing Session Leader as needed during the Writing Session period to help involve students.

**LUNCH:**

- Students go through the line and collect their own lunch. Please help seat them (as a group if possible).
- Lunch tickets are required for adults. If your school purchased a lunch for you, you should have received a ticket. If you do not have a ticket and did not bring a lunch, see your school’s coordinator before your assigned lunch period.

**THE BALANCE OF THE DAY:**

- Assist students in finding seating - try to stay together as a group.
- Visit restrooms as necessary. If a student needs to visit the restroom during a session, have another adult accompany them. Please do not send students to restrooms alone.

**RENDEZVOUS:**

- Help students to their school’s designated Rendezvous room at 2:20pm (see Rendezvous schedule).
- Each school has an assigned room for students from their school to return to at the end of the day.

****RELEASE OF STUDENTS**

TO ENSURE THEIR SAFETY, STUDENTS ARE TO BE RELEASED TO THEIR SCHOOL’S COORDINATOR AT RENDEZVOUS, OR THE CHILD’S LEGAL GUARDIAN ONLY. IF ANY PERSON ASKS YOU TO RELEASE A CHILD FROM YOUR GROUP, DIRECT THEM TO THE REGISTRATION AREA. WE WILL CONTACT THAT CHILD’S SCHOOL COORDINATOR.

**OTHER IMPORTANT POINTS TO REMEMBER:**

- Students should be accompanied by an adult at all times during the day.
- End sessions on time to arrive promptly at the next session.
- If you encounter any difficulties during the day or have any questions, please ask another adult to contact us in the registration area.
- The Young Writer’s Headquarters, First Aid, and Lost & Found are located in the registration area.

Thank you for volunteering! The Young Writer’s Conference could not happen without your help!
Sharing Sessions are one of the first two sessions of the day. Your role during the Sharing Session is to guide students in sharing their manuscripts with the other students in the group. It is also a great time for everyone to introduce themselves.

- Try to make students comfortable and let them know their manuscripts are important.

- Inform them of their task in this session: They will share their manuscripts and listen while others share theirs.

- Make sure you allocate the time fairly so that each student gets a chance to share.

- Use prompting if needed to help them get started, stay on track or end their story.

- Encourage students to speak loudly enough for everyone to hear and show illustrations (if they have any).

Here are a few suggestions if everyone has finished sharing their stories and there is extra time left in the session:

- Allow students to ask questions about each other’s stories.
- Visit the restrooms as needed.
- Have some added discussion. Here are a few ideas:
  - What inspired you to write your story?
  - How did you come up with the idea for your story?
  - If you could write your story over, what would you do differently?
  - What part of your story are you most proud of?
  - If art is used in your story, what gave you the ideas for it?