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THE UNIVERSITY OF BRITISH COLUMBIA

# Squad Training

**Saturday, Sept. 3rd, 2011**

SUB Ballroom



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# Overview of Imagine Day

- **Leader Check-In**
- **Morning Meeting**
- **Meet the Dean/Director Session**
- **Student Success Workshop**
- **Campus Tour**
- **Pep Rally**
- **The Main Event**



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# Leader Check-in

## Squad Leader:

- Greet MUG leaders at the squad box; ensure all MUG leaders pick up necessary supplies and MUG signs
- Check MUG Leaders in before they head off to Morning Meeting (contact them if they are missing)
- Ensure MUG leaders feel ready for the day and are at morning meeting locations on time
- Check in with Staff Volunteers with MUG Leader Attendance Lists

## Squad Manager:

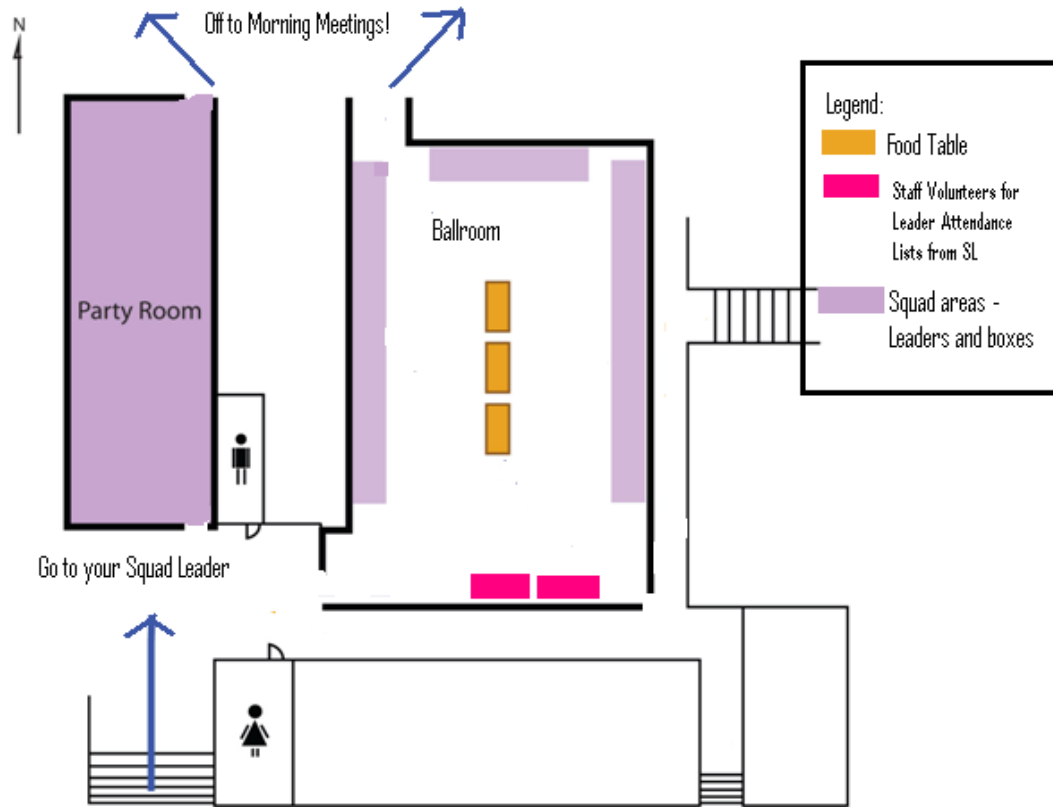
- Pick up envelope containing: student attendance sheets (MUG Lists), buttons, markers, lunch tickets, name tags
- Proceed to morning meeting location to greet MUG Leaders

## MUG Leader:

- Check-in with Squad Leader at their squad box
- Pick up MUG sign, nibbles and proceed to morning meeting location immediately to meet Squad Manager



# Leader Check-in



**All Leaders (SL, SM & ML) check in in the morning at SUB Ballroom.**



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# Morning Meeting

## Squad Leader:

- Help new students find their morning meeting location & MUG leaders
- Take over the role of a MUG leader if one fails to show up

## Squad Manager:

- Take attendance of all MUG leaders
- Call MUG leaders if they are missing/late
- Keep track of time – ensure the squad leaves for its next session on time
- Help first year students find their mug groups or squad
- After MUG leaders take attendance of their students, collect those lists, place in envelopes and keep it to drop off at Leader Check-Out at the end of the day

## MUG Leader:

- Arrive at morning meeting location 15 minutes prior to designate time
- Facilitate group bonding and ice breakers
- Get to know each and every student!
- Take attendance of First Year Students in MUG and return list to SM
- Pair your students up! ...I'll explain why later 😊





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# Important!

- Squad Managers should arrive at their Morning Meeting location 15 minutes before MUG Leaders (30 minutes before students)
- MUG leaders should arrive at their Morning Meeting location 15 minutes before students arrive
- Remember! It's first thing in the morning – MUG leaders should be prepared with low risk icebreakers
- Attendance is a MUST! Squad Managers will take both MUG leader attendance & collect first year attendance from MUG leaders





# Meet the Dean/Director

## Squad Leader:

- Loading – ensure all MUGs load according to loading plan (if applicable)
- Setting an example: listening, participating, encouraging all students to do both

## Squad Manager:

- Timekeeping – it's exceptionally important for this session
- Setting an example: listening, participating, encouraging all students to do both

## MUG Leader:

- Setting an example: listening, participating, encouraging all students to do both
- Referring back to information presented at MTD during conversations with new students throughout the day



# Student Success Workshop

## Squad Leader:

- Arriving early and setting up for the session with the professor; this may mean leaving early from the previous session to meet the prof
- Presenting O-Prof with t-shirt and marker to write on it
- Co-facilitating this session with Imagine Professor and Squad Manager
- Encouraging participation through the use of selective enthusiasm (and candy!)

## Squad Manager:

- Co-facilitating session with Squad Leader and professor *-if applicable*
  - If part of ½ Squad schedules, will be leading Campus Tours
- Encouraging participation through the use of selective enthusiasm (and candy!)



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# Student Success Workshop

## MUG Leader:

- Setting an example: listening, participating, encouraging all students to do both
- Role varies by workshop depending on what's been discussed with your Squad Leader

## O-Prof:

- Co-facilitates this session with Squad Leader & Squad Manager



# Lunches

## Squad Leader:

- Ensuring everyone does their part in waste management in the SSW
- Troubleshooting

## Squad Manager:

- Ensuring everyone does their part in waste management during the Campus Tour
- Troubleshooting

## MUG Leader:

- Facilitating group development during
- SSW/Campus Tour



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# Lunches

## Squad Leader:

- Lovin' the Dominos!

## Squad Manager:

- Distributing lunch tickets to each MUG Leader

## MUG Leader:

- Picking up pizza and water



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# Campus Tour Lunch Instructions

- Sit as a Squad when you arrive at your lunch location
- ML bring 1-2 students from each MUG to the distribution table
- ML give lunch ticket to a lunch volunteer in exchange for Dominoes Pizza
- Make sure you and your Squad bring your own water bottles to fill up at lunch
  - There will be water stations for you and your students to fill up
  - Please let a Welcome Team know if the water is out



# Campus Tour Lunch Waste Management

- When finished eating, please clean up your area and take pizza boxes and napkins to the recycling area.
  - Put leftovers and NAPKINS into the GREEN BINS
  - Give EMPTY pizza boxes to Eco-Team Leaders.

## Pizza Box Recycling

- Pizza boxes are not completely recyclable
  - Grease and other products
- Partial Recycling is possible
- Please recycle as much of your pizza boxes as possible



# SSW Lunch Instructions

- Welcome Team will deliver lunch to your SSW rooms
- First 15 minutes of the workshop is for lunch
- Give your lunch ticket to a lunch volunteer in exchange for Dominoes Pizza.
- There will NOT be drinks provided at the SSW
  - If you require water refill, please drop by the designated water stations before going to your SSW session





# SSW Water Refill Stations

- **Arts – Meekison Arts Student Space**
- **Engineering – Kaiser Atrium**
- **Science – SUB Plaza across from Ladha Centre**

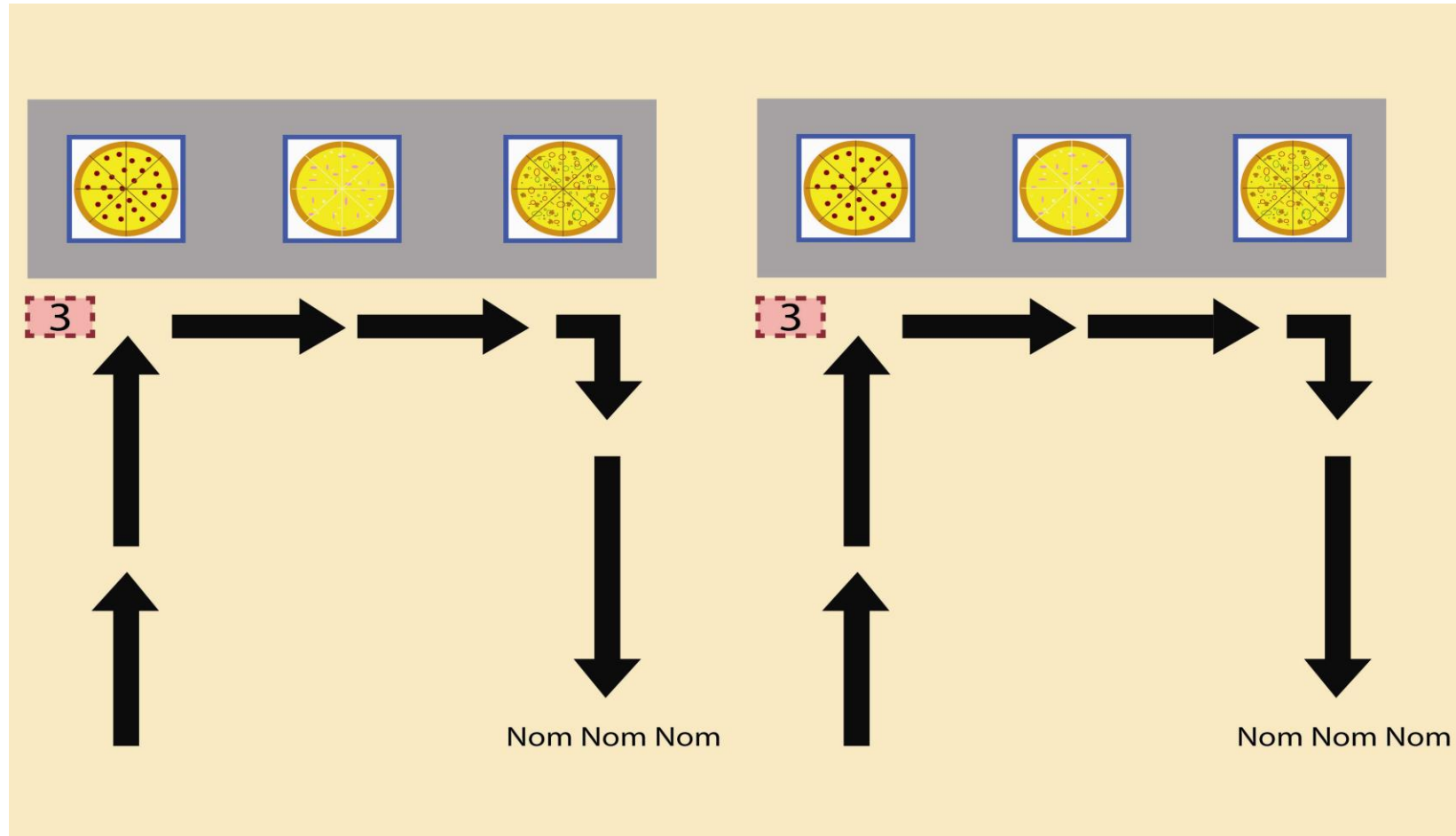


# SSW Waste Management

- You will be provided 2 garbage bags:
  - 1: collect leftovers and napkins
  - 1: other types of waste.
- You are responsible for ensuring that the waste are disposed appropriately (i.e. *label the bags*).
- Please keep the EMPTY pizza boxes until the end of the session, at which the Welcome Team Leaders will return to collect the boxes and the bags.



# Pizza Lunch Logistics



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# Waste Management Guide

## Waste Management is KEY

- ↻ Compost (green): **Food scraps and napkins**
- ↻ Cardboard (grey): **Top of pizza boxes**
- ↻ Garbage (black): **Bottom of pizza boxes, plastic utensils**
- ↻ Recycling (blue): **Other paper, clean napkins**



# ECO-TEAM TIME!



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# Campus Tours

*Your faculty may have an awesome itinerary already lined up for you!*

## Squad Leader:

- Troubleshooting – *if applicable*
- If part of ½ Squad schedules, will be in SSWs

## Squad Manager:

- Being in charge of time!
- Making sure everyone gets to the SRC and/or Faculty Fairs (*if applicable*)
- As the group travels, make sure you're scanning the ground for garbage!

## MUG Leader:

- Conducting an interactive and personal tour
- Highlighting important places and buildings on campus, including those that common through students' schedules
- Having a conversation with each student



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# Campus Tours

## Common Classes

- Visit buildings of common classes

## Unique Focal Points

- Make tour personal & interesting

## Time is of the Essence

- Make sure everybody in your squad is aware of the time allotted to visit the SRC or Faculty Fair (if applicable)
- If your tour is the last segment before the Pep Rally, you MUST make sure you're at Thunderbird Arena on time!

***Your faculty may have specific tour instructions for you!***



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# Campus Tour Activity Facilitation on Monday

- Please refer to your Squad Manuals under “Campus Tours” for Instructions
- Feedback slips will be provided for you in your Squad Boxes on Monday
- Any questions?



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# Pep Rally Loading & Unloading

## ALL:

- Follow the seating/loading plan, arrive at your designated time and locations
- Make sure your students knows where they're supposed to sit
- If you'd like, set up a meeting place after the Pep Rally so you can meet up to help make sure people get out safely and go to the Main Event

## Squad Leader:

- Leading the group to arena via pre-determined routes
- Making sure all MUGs are loading into the arena from the correct entrance and to the correct sections inside the arena



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# Pep Rally Loading & Unloading

## Squad Manager:





- Making sure all MUGs arrive on-time
- Calling MUG leaders that are “missing” or late

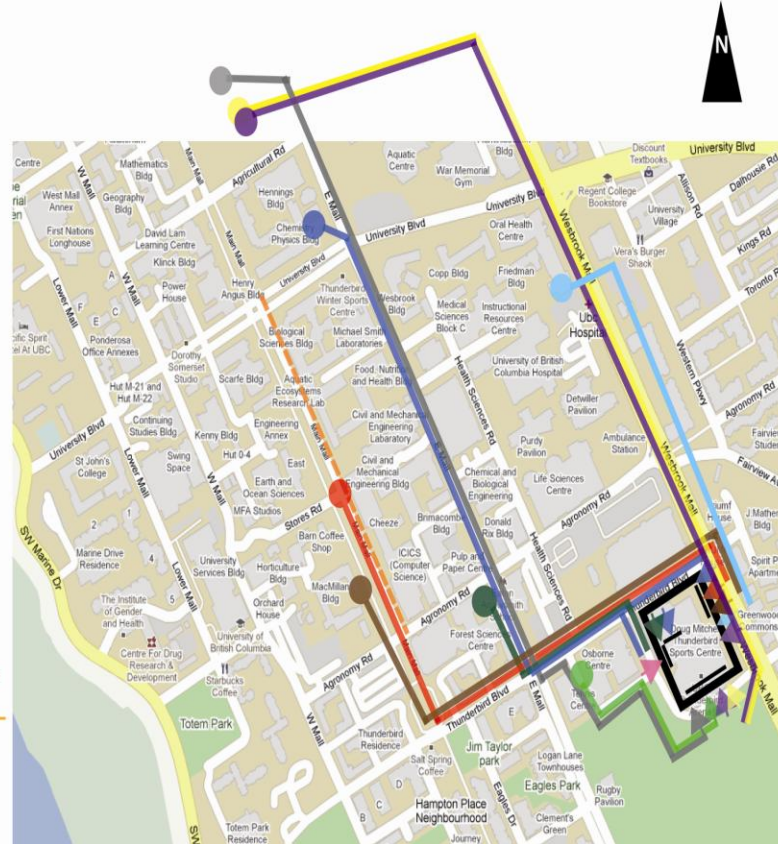
## MUG Leader:

- Leading new students into the designated seating location
- Making sure the group stays together for loading and unloading
- Ensuring students follow the direction of staff and ushers



# Routes to Doug Mitchell Thunderbird Sports Centre

- Arts 
- Music 
- Science 
- HKin 
- Forestry 
- Sauder 
- LFS 
- Eng 
- Dent 
- New Fac/Staff 
- Main Event 



## -Location Before Pep Rally-

- ARTS - Buchanan Mass (Lunch + Campus Tour)
- MUSIC - Buchanan Mass (Lunch + Campus Tour)
- SCIENCE - Abdul Ladha (+ SSW)
- KIN - Osbourne Gym (SSW)
- FORESTRY - Forest Science Centre (Campus Tour)
- SAUDER - Chan Centre (MTD)
- LFS - MacMillan (Lunch)
- ENGINEERING - Kaiser (Lunch)
- DENTISTRY - JB MacDonald



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# Pep Rally

## All Leaders:

- Modeling positive behaviour (ie. Showing respect for speakers)
- Showing UBC and faculty pride respectfully
- Ensuring faculty items are not used in dangerous ways
- Don't block entrances or exits. Move calmly to your seats.
- The towels on the seats are for the students in your Squads. Leaders receive shirts to commemorate the day, and the students receive towels!



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# Guinness World Record!

- **Ensure everyone in MUG paired up at Morning Meetings**
  - Communicate this with MUG Leaders on Monday!
  - If there is an odd number, leaders will act as partners
  - Keep it mysterious with your students...say it's for “an activity later on”
- **At the Pep Rally:**
  - Ensure everyone is partnered up
  - MUG Leaders will count the # of pairs to you!
  - You will report that # to the nearest usher



# The Main Event

**Where: Along Main Mall between Agronomy and  
along University Blvd towards the UBC Bookstore**

**When: 3:15pm – 5:00pm**

- Features over 200 clubs, organizations, and student services
- Performance stage
- Free Root Beer Floats for all new to UBC students and Imagine UBC leaders (bring a reusable mug!)
- It kicks off AMS First Week and all the events that will take place during the first week of school at UBC



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# The Main Event

## All Leaders:

- Check out at leader check-out tent

## Squad Leader:

- Enjoy! Relax! You did a great job.

## Squad Manager:

- Hand in attendance sheets and clipboards at check out
- Enjoy! Relax!

## MUG Leader:

- Visit at least 3 booths together with the first year students
- Drop off wooden MUG sign at Leader Check-out Tent





# T-shirt Writing Fun! – Monday, Sept 5<sup>th</sup>

- You're going to get to facilitate the t-shirt writing for your Squad at the end of logistics training
- Please turn to the instructions in your Squad Manual (after the Campus Tour section & before the Pep Rally section)
- Any questions?
- Be very diligent in monitoring the appropriate of language used: These shirts represent Imagine UBC to the community!



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# Post-Imagine

## All Leaders:

- Fill out the evaluation – we'll email you!

## MUG Leaders:

- Remember to keep in touch over the year (ie. Study groups, teams & emailing)



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# POP QUIZ!

- What are three major roles the Squad Leader plays throughout the day? Squad Manager?
- Where do leaders check in in the morning?
- What do SMs pick up at leader check-in? What do MLs pick up?



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