

Parent Breakout Groups

Time	Facilitator Duties	Time	Timekeeper/Note-taker Duties	Supplies Needed
6:00	<ul style="list-style-type: none"> • Arrive at PCHS cafeteria. • Get folder with materials for the breakout session. • Meet with the timekeeper of your group. • Go to your assigned breakout room and set up. 	6:00	<ul style="list-style-type: none"> • Arrive at PCHS cafeteria. • Get folder with materials for the breakout session. • Meet with the facilitator of your group. • Let them know you will be taking notes and giving them prompts so we stay on schedule. 	<ul style="list-style-type: none"> • Folder • Agenda • Blank paper with questions • Pen/Pencil • Note Cards • Feedback Form
6:30	<ul style="list-style-type: none"> • Proceed to auditorium for opening remarks. • 			
6:45	<ul style="list-style-type: none"> • Proceed back to your assigned breakout room. 			
6:55	<ul style="list-style-type: none"> • Welcome participants. • Explain purpose of the breakout session. • Coach reviews athletic policies/School Code. 			
7:10	<ul style="list-style-type: none"> • Conduct a discussion based on your question. Allow 10 minutes for discussion time. The responses will be reported out when you return to the auditorium. (SEE QUESTION ON BACK OF SHEET.) • In the event the discussion moves quickly, feel free to discuss other groups' questions. • If time permits, you may ask participants if they have specific questions for the elected officials. 	7:10	<ul style="list-style-type: none"> • Prompt facilitator to start posing the first question. • Record major points of discussion on paper provided in folder. • Write clearly and concisely. The facilitator will be reading your response to the participants in the auditorium. • If questions for elected officials are raised, record them on the note cards. 	
7:23	<ul style="list-style-type: none"> • Thank participants for their contributions and direct them back to the auditorium. • Gather any remaining materials from the breakout session. 	7:23	<ul style="list-style-type: none"> • Give 2 minute prompt at 7:23 so they know to wrap up. • Give facilitator your notes from underage drinking discussion. 	
7:30	<ul style="list-style-type: none"> • Proceed to the auditorium and take a front row seat • Moderator will call you to the lectern to report out on your assigned question. 	7:30	<ul style="list-style-type: none"> • Give your note cards with questions to the Forum Moderator, Paul Lauridsen. 	