

## Student Breakout Guide

Time	Facilitator Duties	Time	Timekeeper/Note-taker Duties	Supplies Needed
5:30	<ul style="list-style-type: none"> <li>• Arrive at PHS.</li> <li>• Get folder with materials for the breakout session.</li> </ul>	5:30	<ul style="list-style-type: none"> <li>• Arrive at PHS.</li> <li>• Get folder with materials for the breakout session.</li> </ul>	-Folder
5:45	<ul style="list-style-type: none"> <li>• Go to cafeteria to eat.</li> <li>• Go to your assigned breakout room and set up.</li> </ul>	5:45	<ul style="list-style-type: none"> <li>• Go to cafeteria to eat.</li> <li>• Go to your assigned breakout room and set up.</li> <li>•</li> </ul>	-Agenda
6:15	<ul style="list-style-type: none"> <li>• Go to auditorium doors to greet participants and pass out Teens, Partying and Law booklets, agendas and feedback forms.</li> </ul>	6:15	<ul style="list-style-type: none"> <li>• Go to auditorium doors to greet participants and pass out Teens, Partying and Law booklets, agendas and feedback forms.</li> </ul>	-Blank paper with questions
6:30	<ul style="list-style-type: none"> <li>• Have a seat in the auditorium for opening remarks.</li> </ul>	6:30	<ul style="list-style-type: none"> <li>• Have a seat in the auditorium for opening remarks.</li> <li>•</li> </ul>	-Pen/Pencil
6:45	<ul style="list-style-type: none"> <li>• Proceed back to your assigned breakout room.</li> </ul>	6:45	<ul style="list-style-type: none"> <li>• Proceed back to your assigned breakout room.</li> <li>•</li> </ul>	-Note Cards
6:55	<ul style="list-style-type: none"> <li>• Welcome participants.</li> <li>• Explain purpose of the breakout session.</li> <li>• Conduct a discussion based on your assigned questions. The responses will be reported out when you return to the auditorium. (SEE QUESTIONS ON BACK OF SHEET.)</li> <li>• In the event the discussion moves quickly. Feel free to discuss questions discussed to other groups.</li> <li>• If time permits, you may ask participants if they have specific questions for the elected officials.</li> </ul>	6:55	<ul style="list-style-type: none"> <li>• Prompt student facilitator to start by posing 1<sup>st</sup> underage drinking question.</li> <li>• Record major points of discussion on paper with the question provided in folder.</li> <li>• Write clearly and concisely. The facilitator will be reading your response to the participants in the auditorium.</li> <li>•</li> </ul>	-Feedback Form
		7:10	<ul style="list-style-type: none"> <li>• If you notice that the facilitator is not moving on to question 2, prompt them to move on.</li> <li>• Continue to record major points of the discussion.</li> <li>• Do not record responses outside the two assigned questions.</li> <li>• If questions for elected officials are raised, record them on the note cards.</li> </ul>	-Handouts for participants (Teen booklets, Agendas, Feedback forms)
7:23	<ul style="list-style-type: none"> <li>• Thank participants for their contributions and direct them back to the auditorium.</li> <li>• Gather any remaining materials from the breakout session.</li> </ul>	7:23	<ul style="list-style-type: none"> <li>• Give 2 minute prompt at 7:23 so they know to wrap up.</li> <li>• Give student facilitator your notes from underage drinking discussion.</li> </ul>	
7:30	<ul style="list-style-type: none"> <li>• Proceed to the auditorium and take a front row seat.</li> <li>• Moderator will call you to the lectern to report out on your assigned questions.</li> </ul>	7:30	<ul style="list-style-type: none"> <li>• Give your note cards of questions for the public official to the Forum Moderator.</li> </ul>	