

Brandeis National Committee Phoenix Chapter



Study Group Facilitator Overview and Guidelines 2024- 2025

**Phoenix ~ Scottsdale
Sun Lakes ~ Southeast Valley
and West Valley**

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WELCOME TO THE WORLD OF FACILITATING

Dear Facilitators,

Welcome to the 2024-25 season. You, our facilitators, are integral to our success.

Whether new to facilitating or experienced in this role, this guide will provide the information and general policies you can use throughout the season to help you manage your group(s) and assist you in promoting the Brandeis National Committee (BNC) mission.

You became a facilitator because you enjoy meeting new people, inspiring others in an activity that you already enjoy and sharing your own experiences. You are a leader!

We know you will see your efforts appreciated by your group participants and the entire Chapter. Most of all - we want you to HAVE FUN! The time commitment is modest and, in return, the approval, acclaim and admiration you receive is beyond measure.

As always - and we never get tired of saying this - thank you so much for facilitating.

Carol Kadet, Harriet Schwartz, Barbara Stern
Study Group VPs
Phxstudygroups@gmail.com
602-730-1222

Mission Statement

Brandeis National Committee is dedicated to providing philanthropic support to Brandeis University. Its membership is connected to the university through fundraising and through activities that reflect the values on which the university was

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founded: academic excellence, social justice, non-sectarianism and service to the community.

The 2024 - 2025 Season

Our Study Group season officially runs from October through May. The beginning and ending dates vary, depending on the group. Most groups will continue through April or May. Some groups with limited sessions during the season may begin later and end earlier.

BNC Membership

BNC membership begins on July 1 and ends on June 30 of the following year.

Study Group Facilitator and Participant Requirements

- All Study Group facilitators must be current in their membership
- All Study Group participants must be paid-up members of the Chapter
- All Study Group facilitators are required to pay for the groups they are facilitating along with those in which they are participating

Registration

Everything starts with registration which takes place shortly after the Study Group Guide becomes available. The registration process is how members sign up for your group. All registration is electronic using links provided by Brandeis University.

Facilitators will have the ability to register early to ensure they are not closed out of their own groups. They may register for their own groups plus 5 more up to a maximum of 8. Facilitators of multiple groups will also receive a \$2 discount/per group on all the study groups they register for during this early registration period.

Participant Lists

In mid to late September, you will receive an email containing the names and contact information for the members who have registered for your group up to that point. These lists will be subsequently updated as late registrants or waitlisted members are added.

Release Forms

Some groups are more physically active, and BNC requires a signed release form from the participants. If your group is one of these, a form will be sent to you to distribute to the group members and to collect when signed.

Welcome Email To Group Members

At the beginning of each season, please send a welcome email specifying the first meeting date, time and location (places or Zoom), plus any relevant group details such as materials needed, the first book to be read, film to watch, etc.. If there is no need for a member to respond with an RSVP, it's best to say so at the very beginning of the email. When new people are added to your original list, the email needs to be sent to them.

For online meetings, it is crucial that you are aware of how many participants will attend and **you should require them to RSVP**. Members are to be admitted from the Zoom waiting room so you will need their names. Once they RSVP, you can send them the Zoom meeting invitation. It is best to send a reminder email with the Zoom link a few days before the meeting.

Please include in your welcome email the BNC mission statement, in its entirety as stated on page 3.

NOTE: Please send all group emails Bcc (Blind carbon copy). It is better email etiquette and prevents replies from being sent to all participants.

Chapter Announcements

Occasionally you may receive an email blast with chapter information to be communicated to your members. This information may include upcoming events, meetings and general chapter information. This information can be included in emails you send to your members and, in addition, presented verbally at your next meeting.

Use of Study Group Fees

At the first study group session, please welcome the group and thank them for joining the BNC Phoenix Chapter. Please let them know that their Study Group fees provide the funding for all Administrative functions of the chapter; anything remaining going to the Brandeis University Library.

Introductions

Have everyone briefly introduce themselves at the beginning of all Study Group meetings. For **Zoom meetings**, please make certain that people change their name on the screen, not “Dad’s iPad”, “iPad62”, or their spouse’s name, if they share a device. This on-screen name identifier functions as a name tag and helps members get to know one another.

If your group meets in person, you will receive an initial supply of Brandeis name tags. Please prepare name tags, with the member’s first and last name, to hand out at the first few meetings. Be sure to have extra blank name tags available in the event of last-minute guests.

Name Tags

Facilitators will receive permanent magnetic name tags, provided by the chapter.

Study Group Session Etiquette

Side conversations, vibrating phones, ringers, alarms, and other sounds produced by mobile devices are very distracting. In Zoom meetings please remind people to keep microphones on mute to mitigate ambient noise.

For in-person meetings, advise participants at the start of each session to power off their phones and devices, or otherwise inactivate the sound. If a participant is waiting for a true emergency notification, ask them to sit in a location that will not disturb others, and that will allow them to get up and walk away from the group should the need arise.

Guests

If space permits, you may allow guests to attend your group meeting. The decision to permit a guest always lies with the facilitator. Facilitators are responsible for providing information about guest fees to members asking to bring a guest

- BNC *members* not enrolled in a Study Group are allowed to attend any session, space permitting, for a \$5 guest fee
- BNC *non-members* are allowed to attend any one session, space permitting, for a \$5 guest fee.

The guest can pay the \$5 guest fee by a check payable to BNC. Payment should be given directly to the facilitator. The facilitator is to send the check promptly to the chapter at:

BNC Phoenix Chapter
PO Box 13775
Scottsdale AZ 85267 - 3775

Study Group Add-on Fees

Facilitators are responsible for informing participants about additional costs, above the \$20 registration fee, incurred to participate in the group. Material fees for books or videos, for example, should be paid to the facilitator by check. If your group is using an online application, the participant, it is up to the member to pay for it. Other fee examples include entrance fees, facility rentals, movies, meals. Several large groups have the facility fees added directly to registration amount, (MOB, canasta), and the facilitator is not responsible for the collection.

General Information

Email addresses of members may **not** be used for anything other than Chapter business. The list is not to be used for personal solicitation or political emails, etc. See the Privacy Guidelines on our website at <https://www.brandeisphoenix.org/about-us-1.html>.

Don't distribute or discuss non-BNC petitions or solicitations before or during Study Group sessions. Discussions of this nature should take place on a one-to-one basis with friends in places other than the Study Group session.

Gambling, which includes games such as Mah Jongg for money, is not allowed under our Non-Profit Rules of Organization.

Study Groups shall not be scheduled in conflict with the Fall Event, Spring Event, University on Wheels, Book & Author, Executive Committee Meetings (first Wednesday

mornings of the month) and General Board Meetings (third Wednesday mornings of the month).

Bulletin / Study Group Reminder

We love to see what is happening in our study groups! If you have pictures from a recent event or exciting news about an upcoming one that you would like to share and publish in the monthly chapter Bulletin please send the information to the Bulletin editor, at bncphxbulletin@gmail.com. The information is needed at least 1 week in advance of publication. Our Bulletins are normally published quarterly. The bulletin and monthly calendar may be accessed on the chapter website (<http://brandeisphoenix.org>).

Study Group Issues

Occasionally questions or issues may arise with your members. The Study Group Vice Presidents are available to help YOU with responding to questions or resolving issues.

Send an email to phxstudygroups@gmail.com or call 602-730-1222 and leave a message explaining the issue and one of us will get back to you quickly.

If you learn of a change to any member's information (address, email, phone number), please report the change to Carol Kadet at carolkadet@gmail.com.

Frequently Asked Questions

Q - My spouse joined as a member. Does that include the Men of Brandeis Activities (MOB)

A - No, your spouse must go through the registration process in order to join the study group Men of Brandeis (MOB), or any other Study Groups.

Q - Do I have to be a chapter member to join a study group?

A - Yes, study groups are solely for the benefit of our members. Membership information is on our [website](#) as is the link to [join or renew](#) your membership. You must be a current member of BNC in order to register for Study Groups.

Q - How will I know that I'm in a study group?

A - Everyone will be registering online. You will receive a confirmation email once you have completed your registration. This confirmation email provides you with a summary of the groups you selected.. **SAVE THIS EMAIL**

electronically as it contains a link to be used if you want to add any other groups later on.

The facilitators of the study groups send welcome emails before the group meets for the first time. If, before the first scheduled meeting, you do not hear from a facilitator, please contact him/her in order to make sure they have your accurate contact information. Be sure to enter correct information when you complete your online registration, including your preferred phone number, as that is the data that will be provided to facilitators.

Q - How will I know if a group is at its maximum before I complete my registration?

A - When a group has reached its maximum number of participants, you will see a 'waitlist' button instead of a 'register' button. Click the button and follow the prompts. You are not charged for a group if you are on the Waitlist. You will be notified if a space opens and will have 24 hours to register. You will not be added to the group until you register and pay.