

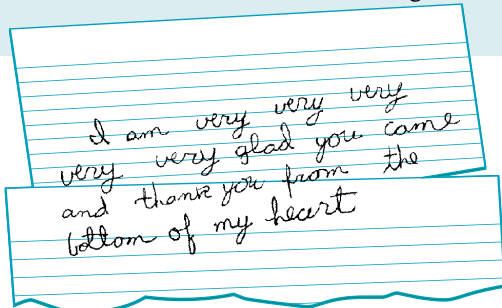
For emergencies, call

- ✓ The CRB, 301-279-3100
- ✓ Your guest, at home or work

The day after

In addition to curriculum followup...

- ✓ Send your guest a thank-you note.
- ✓ Send your evaluation by pony mail to the CRB to assure future bookings.



Please call the CRB again!

About the CRB...

The Connection Resource Bank is a computerized database operated by the Montgomery County Public Schools. It links business resources to the classroom.

Since 1986, tens of thousands of students have benefited from many experts in our community who have volunteered their time for the Bank.

■ ■ The Connection ■ ■ Resource Bank

MCPS Department of Family & Community Partnerships
 The Connection Resource Bank
 850 Hungerford Drive, Room 50
 Rockville, Maryland 20850
 301-279-3100
www.montgomeryschoolsmd.org/departments/crb/



THE CONNECTION RESOURCE BANK

This document is available in an alternate format, upon request, under the Americans with Disabilities Act, by contacting the Department of Communications, 850 Hungerford Drive, Rockville, Maryland 20850-1744, 301-279-3391 and TDD at 301-279-3323.

Individuals who need accommodations, including sign language interpretation or other special assistance, in communicating with the Montgomery County Public Schools may contact the Department of Family and Community Partnerships at 301-279-3100 and TDD at 301-279-3323, or at the address below.

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Montgomery County Public Schools
 Department of Family and Community Partnerships
 850 Hungerford Drive, Room 50
 Rockville, Maryland 20850

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When your guest is coming...



■ ■ Connection ■ ■ Resource BANK

Make it happen!

Call your guest to discuss details:

Cover the big picture

- ✓ Confirm date and location. Provide directions and parking information.
- ✓ Verify the time, allowing for equipment setup and number of presentations.
- ✓ Explain the setting: classroom, auditorium, lab, cafeteria, or gym.
- ✓ Inquire about the use of chemicals, open flames, flammables, and live organisms.*
- ✓ Ask your guest to check in at the office on arrival.
- ✓ Exchange home and work phone numbers.
- ✓ Fax and e-mail information.

Discuss your ideas and expectations

- ✓ How can the class best use your guest's expertise?
- ✓ What are the students currently studying?
- ✓ What are your guest's objectives for the presentation?

Offer your help

- ✓ "Will you need a blackboard, audiovisual equipment, extension cords, three-pronged adaptors, sink?"
- ✓ "Will you need help carrying equipment?"

Discuss your students' needs

- ✓ Determine the grade level and group size.
- ✓ Describe your students, including their responsiveness, individual learning problems, and general backgrounds.
- ✓ Share techniques and activities that motivate students, such as "hands-on" experiences and demonstrations. Suggest that students are most receptive to the use of overheads when the visuals are concise, readable, and appealing.
- ✓ Remind your guest to explain acronyms, abbreviations, and terms special to his or her profession.
- ✓ Ask your guest to print rather than use cursive when writing out comments for those below the fourth grade.

Do some advance planning:

Prepare your class

- ✓ Inform students of the guest's background.
- ✓ Consider assigning and discussing materials related to the topic to be presented.
- ✓ Ask students to prepare questions for the guest.

Notify the office

- ✓ Give the office the speaker's name, date, and time of presentation in advance.

Today's the day!

- ✓ For emergency reasons, advise the office where your guest will be located.
- ✓ Remain with your class.
- ✓ Help with equipment setup.
- ✓ If there is an emergency and you must be absent, notify your guest, reschedule the presentation, and inform the CRB.



* Check school policy.