

Appendix Q6 – Sample Orientation Meeting Agenda

National Summer Transportation Institute --- Student/Parent Orientation Meeting

Date: _____ Time: _____

Location:

Agenda

I. Welcome

II. Overview of Program

- Purpose
- History

III. Introduction of Faculty and Staff

IV. . Overview of Curriculum and Schedule

V. Student Orientation

- | | |
|-------------------------|--------------------|
| ■ Room Assignments | ■ Clean Room Daily |
| ■ Living in a Dormitory | ■ Washing Clothing |
| ■ Keys | ■ Roommate |
| ■ Money/Valuables | |

VI. Parent(s) Orientation

- | | |
|-------------------|--------------------|
| ■ Sign In/Out | ■ *Telephone Calls |
| ■ Supervision | ■ Insurance |
| ■ Keys | ■ Injury/Illness |
| ■ Money/Valuables | |

**Identify when to call/Recommendation: Prepaid phone cards and amounts*

VII. Review and Complete Forms

VIII. Temporary Identification

IX. Remarks (Participants/Parents)

X. Closing Remarks

XI. Question and Answer Period