



# Homeroom

Homeroom is the first opportunity at Institute for classes to get together. The Class Advisor leads this session, providing class members with an overview of what to expect throughout the week and answering questions. Below are items we ask you to cover during Homeroom.

## Welcome/Introductions

Welcome attendees, introduce yourself and your Regent Partner, and BRIEFLY explain your history with the program. Congratulate students for making the investment to better themselves and their organizations through Institute. Encourage them to take advantage of all opportunities both in and outside of the classroom.

\*Please note: While attendee introductions and other icebreakers are welcome—especially in classes that have many fast-trackers—we would like to keep them BRIEF. **The focus in Homeroom should be on reviewing important information that attendees will need to have a successful week at Institute.**

## Review Institute Policies

Please review all Institute policies, including attendance. Information them can be found at <https://institute.uschamber.com/institute-policies-and-procedures/>. Be prepared to answer questions if they should arise.

## Review the Schedule of Activities

The Institute week is a busy five days. Participants engage in 24 hours of classroom instruction and countless hours of networking and social events. It is important to plan accordingly. Review the day-by-day schedule of activities (found in the EventHUB) with the class. Here are some key items to cover:

**Exact Times:** Make students aware of the beginning and ending of classes each day and differentiate between elective and core course format and length of time (i.e., core classes are three hours long and include a 30-minute break, while elective courses are two hours long and do not include a break).

**Individual Course Schedules:** Everyone should be signed up for nine courses—six core courses and three elective courses—each occurring at different times. Hard copies of personalized schedules will not be provided, but rather can be accessed through the EventHUB. Attendees must be signed in using the login they created during registration in order to see their unique information.

**Silent Auction:** All proceeds from the Silent Auction go directly to the 2027 Winter Institute Scholarship Fund, and all attendees are encouraged to participate. Items will be on display and posted on Institute socials throughout the week. Items can also be viewed on the EventGives platform, accessed through the EventHUB. Attendees should text 'wn26' to 843-606-5995 to join the auction or participate directly through the website. All payments will be collected via credit card through EventGives. The Silent Auction will close at 8:00 a.m. on Thursday, January 8.



## Homeroom

**Industry Consultations:** The industry consultation program provides the opportunity to talk one-on-one with a subject matter expert in a confidential setting, discuss issues raised in class in greater depth, or address a professional challenge that they are facing. Participants can sign up for an Industry Consultation through link found on the EventHUB.

**Scheduled Programming:** Participants should be encouraged to attend all programs and evening social activities that they are able. **Attendance at Graduation is expected.**

## Review the Importance of Course Evaluations

Provide an overview of the Institute curriculum, noting its alignment with the CAE and CCE bodies of knowledge, providing attendees with a broad range of knowledge to excel as chamber, association, and nonprofit professionals. The Curriculum Committee, comprised of industry experts and Institute volunteers, continually reviews course feedback and adjusts the curriculum to ensure its relevance and effectiveness.

Attendee course evaluation feedback is an integral component in curriculum development. In providing course evaluation feedback, we ask that attendees focus on the content of the course itself, centering on the course description and objectives for core and elective courses.

Institute courses are designed to provide knowledge on all facets of running a nonprofit, so while not every course may directly apply to participants' current role, it could in the future or may provide insights into other roles within the nonprofit sector. **Course evaluations should assess alignment with the course description and objectives, rather than focusing on individual relevance.**

General site feedback (scheduling, room amenities, temperature, class sizes, etc.) is requested in the post-site survey at the conclusion of site.

Course evaluation feedback is anonymous and shared with faculty to assist in their continued growth and development to more effectively meet the needs of attendees. Faculty are asked to provide several minutes at the conclusion of class to complete the course evaluations. We appreciate the participation in providing course feedback to continually improve the program.

## Wrap-Up

Answer any additional questions. Lead your class members to the Institute Kickoff and encourage participation in any additional evening activities.