

April 2016

Dear Day Group Leader,

**THE AREA WHERE DAY GROUP LEADERS CHECK IN AND GET THEIR PACKET OF MATERIALS IS ON THE THIRD FLOOR OF SMITH MEMORIAL UNION IN THE HALLWAY AND CLOSE TO THE BALLROOM!**

We look forward to welcoming you at Portland State University for the thirty-second annual Oregon Writing Festival on Saturday, May 7, in Portland. The festival is sponsored by the Oregon Council of Teachers of English and the Graduate School of Education of Portland State University, which has generously hosted the festival for the past 30 years. Carefully reviewing the information in this packet will help us have a successful, smooth-running, and stimulating day.

**Students will bring their own lunches; however, lunch boxes will be provided to adults serving as Day Group Leaders. The lunch boxes can be picked up in Smith Memorial Union, Room 238.**

**Directions to Portland State University (PSU) and Parking:**

I suggest you use Google Maps for directions to PSU and the parking structure (enter on SW 6<sup>th</sup> Ave.; kiosk is in between Hall St. and Harrison St.). There will be parking in the parking structure next to campus but do not park in the spots marked "Reserved", and if you park on the street, it is a metered spot and there is a cost even on the weekends.

**There is a charge of \$6.00 for parking all day in the parking structure.**

**Arrival Time for Day Group Leaders:**

Pick up your materials and list of students at the Day Group Leader table from **7:30 to 8:15 AM** in the third floor hallway of Smith Memorial Union (SW Broadway). **Your prompt arrival is critical.** If you are bringing a group of students from your district, check them in first for your district. Your student check-in area is located in the lobby of Neuberger Hall. Then come immediately to the Day Group Leader check in area (3<sup>rd</sup> floor Smith Memorial) where you will pick up your Day Group Leader materials (you need to be aware these materials are for your **Day Group and not for the students you brought from your district**).

**Day Group Leader Materials:**

At the Day Group Leader check-in desk, **you will receive packets for each of your "Day Group" students** (again, these are not for the students you accompanied from **your district** but rather they are for your Day Group that you will be with throughout the day). You will receive an envelope with your name and number on it (the number corresponds to your group number for the day\*):

- ◆ Your program/schedule of the day's events and activities
- ◆ Your schedule for your Day Group's assignment of classes/classrooms/buildings

- ◆ A list of your Day Group students (about 10-12 students). An **example** of what an assigned Day Group list might look like is as follows:

District	Student Name	Sex	Grade	Day Group Number	Room No./Bldg. for Sharing Group
Portland SD	John Doe	M	5	15*	Room 169 Cramer Hall
Salem SD	Jane Smith	F	4	15*	

- ◆ Your name tag with your **Day Group Number\*** (both you and the students in your Day Group will have the same number)
- ◆ A certificate for a souvenir mug. Your mug may be picked up in the Hospitality Room located on the second floor of Smith Memorial Union, Room 238.
- ◆ A certificate of participation for Professional Development Units (PDU's)
- ◆ An evaluation form that is very helpful for us in designing next year's OWF—to be turned in at the end of the day in Smith Memorial Union, Room 238

#### **Meeting Your Students and Checking Names Against Your List:**

You will go to **Smith Memorial Union to the Ballroom on the third floor by 8:30 AM** to meet your group of students who will have the same number you have been assigned. Find your **Day Group numbered sign** and **greet your students as they arrive**. Help them feel at ease with you and one another. If for some reason a student on your list does not come to your group, make a notation of that on your list but do not leave your group to find him/her. **After the opening ceremony, stop by the Day Group Leader check in area and report any students who did not come to your group.**

The rest of the day is spent following your schedule with these students. It indicates times and places for a large group session, workshops, and a writing sharing session. Because we occasionally need to contact you or a student in your group, it is essential that use the scheduled rooms. **PLEASE DO NOT LEAVE YOUR GROUP OF STUDENTS UNATTENDED THROUGHOUT THE DAY!!**

#### **Lunch:**

**Lunches are provided at no cost to the Day Group Leaders and can be picked up in Smith Memorial Union, Room 238. Students will be bringing their own lunches and you will stay with the group during the lunch break.** You are free to take your group outside to the park blocks if the weather is nice or somewhere within the buildings of the PSU campus but we ask that you stay together and the group is monitored. We ask that you have your group be in charge of putting all garbage in the proper containers after lunch.

#### **Student Issues:**

If you should encounter a disruptive or rude student in your group, please contact a **RED VESTED** person right away. Also, if a student leaves your group without permission or wanders away from the group accidentally, again contact a **RED VESTED** person right away. If you need immediate assistance, someone will always be available in Smith Memorial Union, Room 238. We have been extremely fortunate over the years with very

few incidents with our students but we want to always be prepared for any kind of issue that might arise.

**Closing or Dismissal:**

**Closing is at 2:45 PM and dismissal instructions are very important. Students will be returning to their district contact area which is mainly between Smith Memorial Union and Cramer Hall by Room 101. If you take students to the outside area between Smith Memorial Union and Cramer Hall they are instructed to return to their pick-up areas. This area will be supervised with personnel from the Writing Festival committee (in red vests) if you have questions about a student.**

**Nurse Available Throughout the Day:**

**A nurse is located in Smith Memorial Union, Room 238. Students who have a medical problem can be taken to this location for help. Students who have medical notations will have an asterisk after their name on your Day Group list. You should check with the student about the nature of the notation.**

**Hospitality Room:**

The Hospitality Room is located in Room 238, Smith Memorial Union. When you are with another day group during the workshops, Day Group Leaders may alternate for a snack/coffee/juice break in the Hospitality Room. **Please do not leave the students alone with the workshop presenter.** You may pick up your souvenir mug in the Hospitality Room. This is also the “troubleshooting” center. Several of us will be on duty for questions and to help with any problems that may arise. Look for the “**RED VESTS**” if there is a problem.

**WE ARE COUNTING ON YOU AS A DAY GROUP LEADER!!**

We are counting on your help. If an emergency arises and you are unable to be a Day Group Leader, it will be imperative for you to have a replacement from your school and district. For us to find someone to be a Day Group Leader at the last minute is not possible. Each school district must provide Day Group Leaders in order to participate and send students, so we are depending on this effort.

If you have any questions or concerns, please call me at the numbers listed below or e-mail me at the e-mail address given. Thank you for your help on this very important day for students. I will also have my cell phone on during the day of the festival.

Sincerely,

***Janice Bahns***

Oregon Writing Festival  
Day Group Leader Coordinator

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