



# FRIENDS OF RACHEL

*Training Preparation Guide*

*Rachel's*  
**Challenge**

# Friends of Rachel Training Preparation Guide

Thank you for selecting Rachel's Challenge to present to your students and faculty. We have created this Program Preparation Guide to assist you in preparing for your Rachel's Challenge program. We have provided specific directions and important information to ensure your event is as successful as possible while creating a sustainable positive impact on the culture of your school and community.

## Event Materials Box

Rachel's Challenge provides your school and students event materials that reinforce the message of kindness and compassion. This box of materials will arrive 1-2 weeks prior to your event.

\*\*Event materials will arrive in one box per event day. Contents will depend on the programs your organization selected. Materials listed below are designed for the Friends of Rachel Training and they will arrive among the other program materials.

### *FOR Club Kit*

The Friends of Rachel Club is designed to keep the impact going in your school after the live presentation. It gives you clear guidelines on how to form a Friends of Rachel Club in your school, as well as tools and strategies to engage and transform not only your school, but your entire community. This unique program provides the opportunity for your school to partner with Rachel's Challenge to sustain the chain reaction of kindness and compassion all year long.

## Friends of Rachel (FOR) Training Session

The goal of the FOR Club is to maintain the momentum from the program by having groups of adults and students perform acts of kindness on a regular basis. This in-depth training session after your program lasts an hour and a half and ideally should be held 30 to 60 minutes after the last morning program.

### *Training Schedule*

The **first ten minutes** of the training will involve a meeting with all of the adult volunteers in attendance. It is vitally important that adults attend this session so that they can learn more about the FOR Club. The **final 80 minutes** will include all adult and student attendees. Adults will be asked to participate throughout the training just like the students. The speaker will lead this interactive session.

### *Select Students for Training*

A sign-up sheet available after the morning program is recommended. The number of student attendees depends on how many adult volunteers are attending the training. To ensure effectiveness, please have a **maximum of 100 students** at the training.

### *Select Adult Volunteer Leaders*

It is important to have about a **10:1 student to teacher ratio at the training session**. Please also have at least **one counselor** at the training as some students may get emotional and require follow-up. It is also recommended that the Principal or Assistant Principal be involved. With the Principal and other adults' support, the FOR Club has a chance to make a huge cultural impact.

## Technical Requirements

Please provide the following to ensure effective lighting, audio and visual components on your program day.

### *Presentation Venue*

We recommend the presentation occur in an auditorium, not a gym. Poor acoustics and line of sight hinder the outcome of the program. If a gym is the only option, please seat the audience on one side of the room.

### *Technical Assistant*

Please select a Technical Assistant to help the presenter set up audio, video and lighting for your program.

This person will need to meet your presenter one hour before the program to provide ample time for set-up. Please acquire the Technical Assistant's cell number for your presenter as it is crucial for them to connect.

### *AC Power*

Please provide AC power for the presenter's computer at his/her presenting position with either an extension cord or wall outlet. It is best if the presenter's projector and computer can be on the same AC outlet at the front of the venue next to the screen.

### *Sound System*

A sound system capable of reproducing the presenter's voice and audio from the presenter's computer is necessary for an effective presentation. If a permanent system is not installed, a portable powered speaker system is required. Computer speakers will not be adequate. Two inputs to the system are required; one for the microphone and one for the computer audio.

### *Handheld Wired Microphone*

Our presenters prefer a wired microphone, as it is more reliable. If a wireless microphone is the only option, please make sure extra batteries are on hand.

### *XLR Microphone Cords (2)*

Ensure the cords are long enough to reach from your sound system to the presenter's computer stand (presenter will supply stand), which will be positioned at the front of the room. Presenters will use their stand and will not need a podium.

### *LCD Projector, Table and VGA Cable*

It is crucial to provide an LCD projector, table and VGA cable. Your presenter will provide a projector, but occasionally these devices malfunction. If you do not have access to an LCD projector, we recommend you borrow one from a neighboring school, as it is necessary for all programs. Please note: the VGA cable must reach from the presenter's computer stand on the stage to the projector's table. If you are using HDMI for the event, the venue Technical Assistant needs to supply cables to connect to the PC laptop. The Technical Assistant needs to note that the program visuals and audio are run from the PC laptop by the presenter on the stage.

### *Screen*

We encourage the largest screen possible to ensure every participant is able to see each image. We recommend the screen be 10 by 10 feet at minimum. You may consider borrowing one from another school or business in your area.

### *Lighting*

Lighting can be a problem in a gym. The program involves extensive video playback. Please ensure there is no direct sunlight on the screen during the presentation. It may be necessary to cover windows. If lighting is configured in zones, plan to turn off rows or zones closest to the screen. However, it is important for the presenter and audience to see one another. Please, no spotlight on the presenter.

## Post-Event Feedback

*Fill out the evaluation form emailed to you and tell us about your experience with the Rachel's Challenge Team and event.* We value your feedback and are constantly working on improving our programs. Your input is very important to our growth as an organization.

---

Thank you for inviting Rachel's Challenge to your school. We sincerely hope that Rachel's Challenge can form a permanent partnership with your school in order to sustain a long-term positive impact on your campus. We have a full team of dedicated individuals available to support you before, during and after the Rachel's Challenge programs.

Remember, as Rachel Joy Scott said, "You just may start a chain reaction."

Best Regards,

Rob Unger  
Chief Executive Officer