

STLR Tabling Events Instructions

The primary responsibility of STLR's Student Ambassadors this summer (2017) is to host tabling events during FORGE, UCO's freshman orientation. Tabling is a great opportunity to interact with students / families and to share your STLR experience with them. Tabling includes gathering supplies from the office, setting up the table (see example photo), getting students to stop at the table, tearing down and putting away all supplies.



- Plan to gather supplies and setup 30-45 minutes before the time the table is scheduled for. You will always need:
 - a cart to hold supplies
 - the black table cloth
 - the six tenet STLR banner
 - "Follow us on social media" sign
 - iPad, lock and stand (ask a STLR staff member)
 - STLR business cards
 - small items to give away
 - your STLR nametag (to be kept in the office when not in use)
 - a signup sheet and example items for the drawing
- Typically during tabling events, you will have smaller items (pencils, pens, post its, rulers, stickers, business cards) to hand out as people walk by and/or stop at the table. Most items are stored in Cubicle 2.

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- **Always take business cards and give them out freely;** this gives students STLR's social media information and contact information. The cards also have the website URL, so if someone has a question you don't know the answer to, you can refer them to the website.
- During FORGE, we will offer students the opportunity to sign up with their names and email address for two purposes: 1. To request more information about STLR. 2. To sign up to win a prize pack of 3-4 of the bigger items. We will have the signup at every FORGE tabling event. (A STLR assistant will coordinate drawing a winner once at the end of June and once at the end of July.)
- End times are always approximations. Stick around until all students have had the opportunity to stop by STLR's table. Then, pack everything into the cart to bring back to the office. Please put remaining items neatly in/on the blue box under the desk in Cubicle 2. Return the iPad and lock to an assistant director and put the stand and cart in Cubicle 3.

Sample Script:

Hi! What sounded most impressive about UCO's STLR initiative? STLR is UCO's Student Transformative Learning Record. It works like a second transcript to help you record your transformative learning experiences. There are four ways to participate in STLR: You can go to STLR-tagged events, join a STLR-tagged group, take a class with a STLR-tagged assignment, or complete a Transformative Learning project. To keep up with events and new things happening with STLR, you can follow us on Facebook, Twitter or Instagram at @ucostlr. Do you have any questions?

stlr@uco.edu | <http://www.uco.edu/stlr> | @ucostlr

