

Application Process

- Download this checklist, the “Guide for Teachers and Facilitators” and a current *Connections* application** from the forms library on the *Connections* page of NH Humanities website
- Review the *Connections*** page of the NH Humanities website for an overview and procedures, and the book database for ideas for theme and book selections.
- Contact *Connections* Program Manager Mary Nolin**, by email at mnolin@nhhumanities.org or phone, (603-224-4071) to communicate your interest in hosting a *Connections* book discussion series for your class. Please indicate:
 - The **time frame** you are considering for your series
 - Your *class’s reading level*
 - **Themes** your class might be interested in exploring

You can also schedule a time to meet face-to-face with the coordinator either at the Humanities office or your classroom. **Make a plan for a program evaluation at the end of the series.** This can either be accomplished with a site visit by the *Connections* Coordinator or another evaluator, or through a debriefing discussion which you guide your students through. See forms.

- Communicate with your *Connections* discussion facilitator** once you have been introduced through our office by phone or email. Plan a face-to-face meeting. It can also be very helpful for the facilitator to meet your class in advance of the program. You, your class and your facilitator can discuss themes and select books for your series. Please see the **Guide for Teachers and Facilitators** in the forms library.
- Confirm the availability of books on your list with the *Connections* office before filling out the application.** Unavailable titles can be replaced with high-quality alternatives.
- Fill out the application form electronically** and sign with an electronic signature, date and email as an attachment or scan to mnolin@nhhumanities.org. **To ensure the timely delivery of books, applications must be received at least four weeks prior to the scheduled beginning of your discussion series.**

Prior to Your Series

- Download supplementary forms**
 - **Attendance and Class Lists** - Supporting foundations require NH Humanities to report demographic information. Please fill in attendance data for each week of the program. **You may then submit the attendance data by email, fax or mail at the end of the program.** Class list is for certificates.
 - **Photo release form** - Each student will need to sign their own form for photographs taken for use in NH Humanities print and/or online materials. Forms can be scanned and emailed, faxed or mailed to our office. **Students are not required to sign this release in order to participate.**
 - **Consent to publish** - Students who are interested in submitting any written materials for the *Connections* blog or NH Humanities newsletter will need to sign their own form, which can be scanned and emailed, faxed or mailed to us.

- **Promote your Connections series with program flyer template - MAKE A BIG DEAL OUT OF YOUR CONNECTIONS SERIES!** You can use this template to promote the series to your students. If you make your own flyer or any other promotional materials, they must include the NH Humanities logo and formal acknowledgment, also available in the forms library.

- Plan with your facilitator – see “Guide for Teachers and Facilitators”** – Update your facilitator with your goals and objectives of the series, as well as what you have done to prepare participants for their visit.
- Participant names and number pages in the *Connections* books-** Allow participants to put their names in the books before the series starts. This simple activity can build a sense of ownership and pride among participants. Numbering the pages in the books will help you as an instructor, as well as the facilitator, lead discussions.
- Introduce participants to the books BEFORE their first discussion series-** Use the books in your classroom to build vocabulary, historical/background knowledge, grammar features, or picture analysis. This won't take away from your facilitated discussion session. *Collect books back from participants until discussion session. This way no books will go missing or forgotten before the facilitated discussion session.*

During Your Series

- Coordinate prep and supplemental activities with your facilitator (see “Guide for Teachers and Facilitators”)**
- Create a classroom environment that encourages discussion by:**
 - **Moving classroom furniture** so that participants face each other in an open circle or square around large, (or clusters of small) tables. You can also set up activity areas in the room. Facilitators often bring in hands-on materials and projects, so plan in advance how these activities will be best served by the arrangement of your space.
 - **Bringing in special refreshments** the day of the book group. Coordinate with facilitator and class about foods which might represent a theme.
- Check in with facilitator at the end of each session to debrief and plan for next session.**

At the End of Your Series

- Coordinate Program Evaluation with *Connections* program manager**
- Complete Teacher's Evaluation**
- Send in attendance, class list, release and consent forms and photos you would like to share.**