



March 31, 2006

All Volunteers,

Thank you for volunteering for Reality Check Plus. Your participation is greatly appreciated and is vital to the success of this event. We are happy to have a schedule to present to you so that you can plan for the upcoming days. Please take a moment to read through this information and complete the form on the proceeding page. As we are attempting to organize a list of volunteers and the events are quickly approaching, please email the completed form to me, Jason Eversole (eversole@umd.edu) as soon as possible. If you have questions that are not addressed below feel free to contact me at any time. Further information is also available at www.realitycheckmaryland.org This site contains background information on the event, schedules, leadership, sponsors, maps, and locations.

The events will be held on the following dates at the locations listed below:

Eastern Shore Event	May 25, 2006	Hyatt Regency Chesapeake Bay Golf Resort in Cambridge, MD
Western Region Event	June 2, 2006	Hagerstown Community College
Central Region Event	June 9, 2006	Baltimore Convention Center
Southern Region Event	June 15, 2006	St. Mary's College of Maryland in historic St. Mary's City

The TENTATIVE agenda for each event is as follows:

07:30 a.m. Breakfast and Registration
08:00 a.m. Welcome
08:15 a.m. Introduction
08:45 a.m. Table Introductions
09:00 a.m. Visioning Exercise
11:00 a.m. Implications and Implementation Discussion – Round 1
11:30 a.m. Lunch
1:00 p.m. Keynote Presentation
1:30 p.m. Results Report
2:00 p.m. Implications and Implementation Discussion – Round 2
3:30 p.m. Concluding Remarks and Farewell

So what does this schedule mean for you?

Computer operators and Facilitators will be needed from the beginning of the event (7:30a.m.) until the 1:30pm results report. During the visioning exercise, facilitators will moderate the table discussion and the computer operator will take notes on important discussion topics that arise. At 11:30 when the players leave for lunch, facilitators will assist the computer operator in counting the Legos that are placed on the map. This process takes about 30 minutes. Facilitators will go to lunch at this point. With the Legos counted and entered into the database, the facilitator's job is complete, and the computer operator will conduct part of the GIS analysis that will be presented in the results report at 1:30. Computer operators will go to lunch at this point.

When will training occur?

Computer Operators will be trained at the University of Maryland. Because of computer requirements, this training has to be conducted at U of Maryland College Park. We are sorry for the inconvenience but have tried to accommodate by offering several dates and times for training. If you cannot make it to any of these sessions, PLEASE CONTACT ME and we will attempt to work something out.

Facilitators will have their training at 7:00 pm the evening prior to each event at the event venue while we set up.

Name:
Profession / Organization:
Address:
Telephone #:
Email address:

1. At which event(s) would you like to volunteer? (Feel free to commit to more than one)

- Eastern Region May 25th, 2006
 Western Region June 2nd, 2006
 Central Region June 9th, 2006
 Southern Region June 15th, 2006

2. Would you like to fill the role of facilitator or computer operator? (Choose only one)

- Facilitator Computer Operator

3. Training for Computer Operators will be held on the following dates, please choose which session you will attend. Each session will last approximately 2 hours. Operator training will be conducted at University of Maryland College Park.

- Thursday April 13th, 2006 12:00 p.m.
 Monday April 17th, 2006 6:00 p.m.
 Wednesday April 19th, 2006 12:00 p.m.
 Tuesday April 25th, 2006 6:00 p.m.
 Monday May 1st, 2006 6:00 p.m.

5. Facilitator briefings will be held at 7:00 am on the morning of each event. Please ensure that you attend the briefing that will be held the morning of the event that you volunteer to facilitate.

When you finish completing this form, please save it and send it as an attachment back to me at the following email address: eversole@umd.edu Also, if you have any questions at all, feel free to email me.

Thanks again for volunteering your time to Reality Check Plus. We look forward to working with you.