

A vibrant illustration of a market scene. At the top, a string of colorful bunting flags in red, blue, yellow, and green hangs across the frame. On the left, a man with dark skin, wearing a light blue short-sleeved shirt and a red apron, stands with his hands on his hips. He is positioned next to a yellow market stall with a light blue scalloped awning. On the stall, there are bowls of food, including what appears to be tamales. On the right, a woman with dark hair, wearing a light blue dress with a red and white patterned neckline, stands next to a market stall with a red scalloped awning. She is holding a large red plaid shopping bag and has her right hand raised in a gesture. The stall behind her displays trays of fresh produce, including red and green vegetables. The background is a plain light beige color, and the ground is a solid orange-brown color.

# Sharing Your LLC

LLC LEADER TRAINING

UBCO RA TRAINING

# *Think, pair, share*



Think about the purpose behind your LLC. What are some of the things a student will gain from being part of your LLC?

*These are the things you can share  
with the wider residence community!*

What can the general  
residence community gain  
from interacting with your  
LLC?

How might you engage the  
wider residence community in  
your LLC?



The background features a festive outdoor setting. At the top, a string of colorful triangular bunting flags in shades of red, yellow, green, and blue hangs across the frame. On the left, a black metal food stand with a wooden counter holds a plate of blue food. In the foreground, a black pot contains several yellow corn cobs. On the right, a man in a light blue uniform carries a yellow box.

# Large-Scale Programs



# Steps to Running a Large Program

- Why are you running the program?
  - This is a key time to involve your residents - letting them help build the program will increase their buy-in and commitment to making it happen!
- What is the program?
  - What will attendees be doing?
  - Are you involving any campus/community partners?
  - Where does the learning happen?
- Supplies/space
  - Make a supply list
  - Chat with your RLM to find out what spaces you need to book and how to book them



# Steps to Running a Large Program

- Think about the tasks involved
  - Before the program
    - Advertising
    - Shopping
    - Communicating with partners
  - Day of the program
    - Set-up
    - Other prep (like cooking)
    - The actual event
    - Clean-up all the way to putting your items away in the PRC
  - How many students and RAs do you need to help you?
- After the program
  - Prog log
  - Expense report
  - Debrief the program with those who were involved
    - What went well? What could have gone better?

# Program Planning Timeline

- 2 months before the event
  - Program conception & choose date
  - Recruit volunteers
    - Start with your LLC members, and then move to the RA team
  - Involve partners (RLM, campus/community)
- Between 1 month and 1 week before the event
  - Advertise
  - Equipment requests
  - Supply shopping
  - Make decorations, develop educational content, etc.
  - Ticket sales (if applicable)
- 1 week before the event
  - Make sure volunteers are on track
  - Last minute advertising
  - Check in with your RLM



# Program Planning Timeline



- Day of the event
  - Set up! Usually 1-2 hours, depending on the complexity of the event/decorations
  - The actual event – however long you need it to be
  - Take down – people always forget this part, or leave before it's done properly
    - **EVERYTHING** needs to be cleaned and put away – work with PRAs to find somewhere to put anything new you purchased, and return any existing supplies **AFTER** cleaning them
- Afterwards
  - Don't forget to thank your volunteers!
  - Debrief & prog log

# Passive Ways to Share Your LLC

- Bulletin boards (consider hanging them on Nechako second floor!)
- Challenges for residents to take part in
- Sharing information with RAs
  - Promote events your partner is running
  - Suggestions for them to use with their community
- Anything you can think of that can apply to more than just your community!
  - You can also invite your whole building/area to take part in something you're doing for your LLC





# Your LLC's Legacy

# LLC Legacy Projects



Your LLC  
members help  
make it



You can easily  
pass it on



Future LLC  
members can  
build on it

# Transition Reports

- Information for the future LLC leader to use for inspiration, context, tips and tricks
- Summary of the events you ran, steps you took when running them, successes and opportunities to improve
- LLC meetings
  - Agendas you used
  - Suggestions for how to schedule them
  - What helped with attendance?
- A general conclusion on your LLC
  - What did you enjoy?
  - What do you wish you knew at the start of the year?
  - This is your time to reflect on your hard work!
- Make notes through the year, your RLM will ask for this report in April

