

GATHERING PERIOD

Objectives

- ◆ To help participants feel welcome and relaxed
- ◆ To register the participants
- ◆ To provide an activity that will help the participants to get acquainted before the conference begins

Faculty Preparation

All staff members should familiarize themselves with the [BSA 500 Game](#) information.

Materials

- ◆ Training Attendance Report, No. 34413
- ◆ Ballpoint pens
- ◆ BSA Pocket Training certificates, No. 33767 (one for each participant)
- ◆ Name tags and felt-tip markers
- ◆ Roster, lined paper pads or 3" × 5" cards for sign-in
- ◆ A craft table with racecar construction materials:
 - Paper bags (lunch size) or small milk cartons (half-pint or pint)
 - Assorted pieces of craft materials: felt, construction paper, pipe cleaners, felt-tip markers, etc.
 - Tacky glue, hot glue guns, staplers
 - Hook side of Velcro® tape (to stick car on felt board)
 - Scissors

Time

30 minutes

Welcome

All staff members should be on hand to greet the participants with a warm welcome as they arrive. Let the participants know you're glad they came. Let the "Characteristics of a Good Trainer" session be your guide.

Registration

Ask participants to sign the roster or a card as they arrive.

Give each person a nametag.

You may also wish to furnish a 3" × 5" card for writing questions that will be answered later.

Sometime during the conference, prepare a training certificate for each participant. The conference leader will sign the certificates and present them during the closing period. Transfer names from the roster or sign-in cards to the Training Attendance Report.

Pre-Opening Activity

Participants should use this time to create game racecars to use as team markers during the BSA 500 Game. When the racecars are completed, have the materials returned to the "craft table" so participants will have more room and are not be distracted at their tables. You will explain the game rules during the opening period.

Refreshments

You may wish to have refreshments available before the conference. If so, direct the participants to the refreshment table. Remember to have hot water with cocoa, tea bags, instant cider, or fruit punch for those who do not drink coffee.

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