

Host/Leader Guidelines – GLF March 1-5, 2021 Follow Up

The success of any outreach falls on Follow Up. Here is our chance to stick the landing and make the most of all the work that went into setting the forum up and pulling it off. The following outlines what should happen next

Follow Up - Every guest to the Group Forum should be offered one of the following

1. Opportunity to join the existing group that hosted the forum.
 2. Opportunity to join another or new group in the city
 3. If they prefer they can be offered the opportunity to join an online (borderless) group
 4. If they don't want to join a group, simply offer to keep in touch through the newsletter.
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1. Join the Group that hosted the forum
 - Inform the guest of the time, location, and day of the week your group is held
 - Register the guest in your local system as a new participant
 - Get them the materials they are going to need
 - Make them feel welcome.
 2. Join another group or new group in the city.
 - Make an introduction to your small group coordinator or group leaders of the new group
 - Register the guest in your local registration system
 - Get them the materials
 - Make sure they know the group details, time, place (or online link).
 3. Join online (borderless groups)
 - Introduce the guest to your local area director to get the details of online group
 - Go onto landing page and register them for online group.
 4. If they don't want to join a group
 - Thank them for their time and offer to keep them in touch through your local or national newsletter