

Letter to Cluster Facilitator

Dear Cluster Facilitator,

Thank you for your interest in organizing an enrichment cluster this spring. It is an exciting opportunity for the students and we are thrilled that you are interested in volunteering some time.

The clusters will meet March 21, 28, April 4, 18, and 25 from 1:00 p.m.–2:30 p.m. We suggest that you arrive early for each cluster session. Please stop at the office before each session to sign in and pick up your folder with the class list and room assignment. If you know you are going to be absent for any of the clusters, please let me know as soon as possible.

If you need to purchase materials, there is a small fund of \$25 per cluster. Turn in your receipts to me, and I will refund your purchase. If you need to spend more than \$25, let me know and we will work on a solution.

Plan on having 10–15 students in your cluster. I will try and team you up with a staff member who will assist you with your cluster.

During the enrichment clusters, remember to have fun! If you are feeling nervous or unsure about this experience, please relax. Although lesson plans are not needed, a planned, flexible framework for the cluster will allow the students' interests to direct the cluster. You should be able to modify the information and activities presented in the cluster to suit your students' interests and learning styles. Students have selected your cluster because they are interested in the topic. Think of yourself as a mentor or coach rather than a teacher. You can provide information as the need arises.

Successful cluster coaches should help students to: (a) discover what people involved in the cluster topic know and do, (b) use skills and do activities related to the cluster topic, and (c) develop a real-world product or service which they can present to an audience.

If you have any questions, please do not hesitate to call me at the school or at my home. Thank you in advance for your assistance.

Sincerely,

Carol Moran
Enrichment Specialist