

FES CLICKER IDEAS

Docents should be encouraged to “click” off contacts with visitors aggressively since the information is an important part of our record of contacts with the public. As a non-profit organization, it helps us with vital funding and grant proposals.

RECORDING GUIDELINES

When recording contacts, it is correct to “click” all the members of a particular party so long as they all appear to be listening to you even if only one of them is doing the talking.

It is also acceptable to “click” members of adjacent groups if they seem to be paying attention to you even if they don’t comment or ask questions.

If you are addressing an entire group, a bus party or a school group, you may “click” each member of the group if they appear to be listening or acknowledging you by nodding, watching something you point out, etc.

Recording visitors from foreign countries is acceptable if they appear to be trying to understand you or speak to you. If they don’t seem to understand who you are or what you represent, they should not be recorded.

Recording young children is acceptable if they appear to be able to understand you. If they are too young to understand or are not paying any attention to you, it should not be recorded.