



EDUCATIONAL CLASS INSTRUCTOR CHECKLIST & GUIDELINES

- All Fine Arts and Crafts classes must be discussed with and pre-approved by the respective Chairperson.

- Work with the Chair to select the class date and duration, including time for set-up and cleanup. It is the responsibility of the Chair to confirm space availability and register the class with the Community Center or venue space.

- Determine the cost of the class, including:
 - Instructor fee, if applicable.
 - Cost of materials. Instructor will source and obtain any required materials and supplies other than items participants may be asked to bring to class.

- Determine materials and supplies that VAC may provide and discuss with the Chair whether those materials must be replenished and, if so, the cost to do so.

- Determine the maximum number of students based upon space requirements for the project.

- Confirm with the Chair how payments from participants will be handled. Payments from participants must be paid to either VAC or the instructor. Payments can be delivered to the instructor's mail tube. It is strongly recommended that the instructor collect all fees in advance of the class.
 - If payments are issued VAC, VAC will issue a check to Carolina Sportscare and Physical Therapy (CS) for 10% of the total class fees less the cost of materials, and VAC will issue a check for the remainder to the instructor.
 - If payments are issued to the instructor, the instructor will issue a check to CS for 10% of the total class fees less the cost of materials.

- Work with the Communications Chair to create a class enrollment form to be distributed to VAC's membership. Frequency of distribution of enrollment/promotional materials must adhere to DatawNet's advertising policy.

- Contact the Membership Chair with the names of the participants to verify each is a current VAC member prior to the scheduled class date.
- Notify the Communications Chair when class is full so enrollment can be closed.
- Notify staff at the Community Center one week in advance of the desired room configuration so that the proper chairs/tables will be set up.

Arrive early on the day of class to complete any necessary preparation and ensure room is set up as requested. Collect any outstanding fees from students.

- Adhere to the assigned time for the class, including time for cleanup. (Chairs/tables will be handled by Community Center staff.) Complete the Community Center attendance form provided and return it to the front desk.

Have students complete the VAC class evaluation form at the end of the class.

- The document is available on VAC's website and in a folder in the arts and crafts room. Place completed evaluation forms in the Fine Arts/Crafts Chairperson folder located in the arts and crafts closet.

- Deliver payments issued directly to VAC to the Treasurer along with the revenue form. If payments are issued to the instructor, deliver check to CS as outlined above. In either instance, payment should be made within one week of the class.

2021 Chairpersons:

Fine Arts: Marie Doyon
Crafts: Dena Dardzinski
Communications: Mary Marshall
Membership: Kathy Kelenski
Treasurer: Michael Allen

Notes: