

## **VAC Instructor “to Do” and Checklist**

1. Name/Describe Class – Discuss proposed subject matter/approach with VAC Board member
2. Work with VAC to select class date(s) and class duration including time for set up and clean up. VAC liaison will confirm availability with Community Center.
3. Determine cost for class, to include:
  - Fee for teaching (if applicable)
  - Material costs (instructor will source & order, if necessary)
  - Supplies needed from VAC (if applicable) Note: For any use of VAC supplies, Instructor is responsible for working with VAC to determine if they replenish or need to pay for such supplies.
  - Note: VAC will handle class registrations and payments will be made either directly to VAC or to the artist, and depending on that exchange, either VAC or artist will then issue a check to Carolina Sports Care for 10% of the class fee excluding any material costs. Payment will be made to Carolina Sports Care (CSC) within 2 weeks of conclusion of class. This allows for both cancellations as well as time for VAC or the instructor to collect fees and pay CSC.
4. Determine maximum number of students – keep in mind individual attention
5. Consider securing an assistant - to help with class set-up, clean up, collection of fees, name tags, etc.
6. Work with Mary Marshall (Communications Chair) at [marylynn.marshall@gmail.com](mailto:marylynn.marshall@gmail.com) to create class invitation that will go to VAC members for enrollment.
7. Instructor manages all enrollments via RSVP to promotional email.
8. Strongly recommend that the instructor collect class fee in advance (a check in message box).
9. When class is full instructor sends final list of all those enrolled in class to Membership Chair [Kathy.kelenski@gmail.com](mailto:Kathy.kelenski@gmail.com) for verification that they are current VAC members.
10. Advise Communications Chair when class is full so enrollment period can be closed.
11. Send email reminder to students 1-2 days in advance of class.
12. Advise front desk at Community Center 1 week in advance as to how they want the classrooms set up so room will be ready (tables and chairs) when they arrive.

### **Day of class**

- Arrive minimum 1/2 hour before class to ensure room is set up, complete prep
- Collect fees from participants – submit any monies due to VAC via expense form
- Hold Session
- Adhere to assigned time
- Hand out VAC Workshop Critique Form, and have students complete at end of workshop
- Clean up. Note: tables & chairs will be handled by CC staff
- Complete the form left in the room by the CC staff (number of students) and return to CC desk
- Review Critique Forms and drop off to Marj Shymske, 237 Dataw Drive at earliest convenience.