

## Volunteering to Teach a Class at AGMC

Now that we have 2 classrooms, and with so many new members, I am hoping that we can add many more instructors and classes to our offerings. More classes will help keep AGMC's building usage fee at its current level. If you have any questions, please feel free to contact Jan Schulte at [only4jls@sbcglobal.net](mailto:only4jls@sbcglobal.net)

1. All requests must be submitted to Jan Schulte, 1<sup>st</sup> VP, in writing and in advance, using the form set forth below. Email is preferred. Hard copies may be left in hot pink box located on the closet door outside the classrooms and will be picked up at least once/week, so please allow enough lead time for processing your request.
2. In order to be included in the newsletter, all details of the request must be finalized no later than the 12<sup>th</sup> of the month preceding the month in which the class is to be taught. This especially includes the scheduling. So, a class to be taught in May must be finalized **no later than** April 12<sup>th</sup> in order to be included in the newsletter.
3. Requests after the newsletter deadline may be accepted, but all details, including scheduling, must be finalized **no later than** the Saturday before the regular monthly club meeting.
4. Requests **cannot be accepted for current posting** the night of the monthly club meeting.
5. Please allow at least a 24 hour response time to all questions.
6. Including pictures of the project are encouraged with the request.
7. Sign-up sheets are posted at 7:00 pm on the night of the monthly club meeting.
8. Classes are open to all club members who meet the applicable class pre-requisites, if any.
9. AGMC policy is that a class must have at least 3 students in order to make.
10. Instructors are responsible for collecting the AGMC building usage fee and turning it in to the club. Instructors must fill out an orange Income Memo form (available in the library), and enclose the form, along with the collected fees (and Arlie Bucks, if applicable), in a brown envelope (found with the forms) and submit it through the slot in the top drawer of the Executive File Cabinet which is located in the library.
11. Instructors are responsible for ensuring that the classroom is neat, and the building is secure, with all doors / cabinets locked when they leave the building, unless there is another class / workshop going on.
12. Please place your sign-up sheet in the hot pink box located on the closet door outside the classrooms after you have taken attendance and collected fees. The sign-up sheets are used to determine Arlie Bucks for instructors, and to calculate end-of-year metrics. Feel free to keep a copy for your personal records.

# AGMC Teaching Request

Instructor submitting request:

Email or preferred contact information:

Name of class:

Brief description of class:

Required skills/classes:

Number of classes/weeks:

Preferred classroom:\*  Old  New  Other

Preferred dates and times:\* 1st Date Choice:  Time:

( \* subject to availability) 2nd Date Choice:  Time:

3rd Date Choice:  Time:

Min/max number of students: Min  Max

Required tools and materials:

Kit fee, if applicable: \$  When Due:

Email completed form to: Jan Schulte, 1<sup>st</sup> VP at [only4jls@sbcglobal.net](mailto:only4jls@sbcglobal.net)

or place a hard copy in the hot pink box located on the closet door outside the classrooms

**no later than the 12<sup>th</sup> of the month preceding the month in which the class is to be taught.**