

Volunteering to Teach a Class at AGMC

With 2 classrooms we have room on the teaching schedule for numerous classes. More classes help keep AGMC's building usage fee at its current level. If you have any questions, or would like more information about teaching a class, please feel free to contact Jan Schulte at only4jls@sbcglobal.net

1. Teaching a class means volunteering your time, effort, knowledge, talent, and experience. Instructors receive no monetary compensation. However, instructors do receive one Arlie Buck for each hour they teach. Each Arlie Buck can be exchanged for one hour of building use fees for classes, labs, or lapidary time.
2. Instructors should list all supplies, materials, and tools students will need for the class. Instructors may also offer kits at cost (no mark up) to help ensure everyone has what is needed for class. Many students will already have items needed for class.
3. All requests must be submitted to Jan Schulte, 1st VP, in writing and in advance, using the form set forth below / on the other side of this page. Email is preferred. Hard copies may be left in the hot pink box located on the HVAC closet door outside the classrooms and will be picked up at least once/week, so please allow enough lead time for processing your request.
4. In order to be included in the newsletter, all details of the request must be finalized no later than the 12th of the month preceding the month in which the class is to be taught. This especially includes the scheduling. Example: a class to be taught in May must be finalized **no later than** April 12th in order to be included in the May newsletter.
5. Requests after the newsletter deadline will be accepted, but all details, including scheduling, must be finalized **no later than** the Saturday before the regular monthly club meeting.
6. Requests **cannot be accepted for current posting** the night of the monthly club meeting.
7. Please allow at least a 24 hour response time to all questions.
8. Including pictures of the project to be taught is encouraged with the Teaching Request.
9. Sign-up sheets are posted at 7:00 pm on the night of the monthly club meeting.
10. Classes are open to all club members in good standing who meet the applicable class pre-requisites, if any.
11. AGMC policy is that a class must have at least 3 students in order to make.
12. 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.
13. Instructors are responsible for ensuring that the classroom is neat and clean; the building is secure, with all doors / cabinets locked; and all lights turned off when you leave the building, unless there is another class / workshop currently in process.
14. 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

Person submitting request: _____

Email or preferred contact information: _____

Name of class: _____

Brief description of class: _____

Required skills/classes: _____

Number of classes needed to complete instruction: _____ (If the same class is to be taught more than once, please submit a separate form for each repetition.)

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 _____
(supplied at cost)

*Email completed form to: Jan Schulte, 1st VP at 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 12th of the month preceding the month in which the class is to be taught.*