

## **CLASS COORDINATOR GUIDELINES**

*With Linda McCrea, Instructor*

### **Information**

*My intention for the class coordinator is to join me in “holding the space” to co-create and enjoy successful class(es) in a given site. That implies clear and open communication – including questions as they arise, valuing the work being presented, with a shared vision of bringing it to more practitioners, through the classes we offer.*

*Class coordination involves both “big picture” – organizing the process, and “the details” – carrying out the steps that result in successful class experience. In the process, each of us are honored – as coordinator, instructor, and students.*

*My desire is for you to benefit from this collaborative process, and to enhance your own learning and experience of this work, as well as to prosper both of us!*

### **Coordinator Roles**

#### **Pre-Class:**

- Confirm class schedules with the Instructor that work for both of us.
- Inform\* students and prospects about upcoming classes, community talks, and availability for individual sessions.
- Find and reserve suitable, reasonably priced and accessible class space and space for sessions when applicable.
- Register students: recording contact information, payment/balance due, expenses and receipts. Schedule individual sessions with instructor, if planned.
- Communicate with instructor prior to class regarding needs and expectations. Arrange for instructor housing and local transportation.
- Communicate with students/prospects re: questions, and with confirmation – including class info. (from instructor), directions, parking, and lodging options.
- Confirm class “go/no go” with instructor, and clarify financial agreement.

#### **During Class:**

- “Host” class(es) onsite – including set up and trouble-shooting.

#### **After Class:**

- Review process with instructor and fine-tune for future, tally finances and distribute payments.

### **Resources**

Consult with instructor re: questions, for sample forms – class announcements, registration forms, confirmation letters. Request/obtain previous class lists, contact lists. Share your expertise re: additional resources in your area or network.

*[Guidelines are continued on page two.]*

## **Payment Agreements**

### A. For Class(es) Held:

- Reimburse direct expenses for coordinator and for instructor (per “financial worksheet” – copy attached).
- Meet instructor’s minimum fee.
- Waive class fee for coordinator.
- Share remaining net income (0-30% to coordinator), based on: coordinator roles, class size, optional hosting of instructor.

### B. For Class(es) Canceled:

- At “No Go” decision point with instructor, determine together fair policy for reimbursement of respective expenditures in that situation.

## **Guidelines**

*This is a process that evolves as we build experience and grow a community together and adjust to what works best for us in a specific location with the participants. We can discuss, negotiate, and agree on options we co-create in any given situation with mutual comfort. I believe the key is to be clear, direct, positive and to cooperate for the highest good of all. I look forward to this venture with you! - Linda McCrea*