

TOALC Class Leader Guidelines

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From: Greg Nulle, TOALC Vice President and Program Committee Chair

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TOALC Office Hours

- The TOALC office is open from 9:30 to 11:30 am, Monday through Friday, except for major holidays.
- Phone number: **570-422-7810**

Class Assistants

- If your class will meet more than once, consider appointing a volunteer member of the class as class assistant. Or contact the TOALC office to have a class member appointed. The class assistant can take attendance or assist with other housekeeping tasks.

Class Roster and Attendance

- Class rosters will be emailed before the first day of class. They also will be available in the TOALC office.
- Room assignments are posted each class day on the window to the right of the church front door. Check them for any last-minute changes.
- *Class leaders or their assistants should take attendance. (For insurance purposes and because of TOALC's responsibility to monitor the classes we sponsor, we need to know who is present.) Return attendance sheets to the TOALC office after your last class meeting.*
- Please notify the TOALC office of the names of anyone who attends the class but is not listed on the attendance sheet.
- The TOALC office maintains waiting lists for classes that are full. Let the office know if someone has stopped coming to class. *(We will contact that person to see if they are ready to give up their seat to someone on the waiting list.)*

Contacting Your Students

- Please use BCC (blind copy) when emailing students to hide email addresses from other recipients. If we do not keep email addresses confidential, our students may stop sharing them with us.
- Do not rely on email to notify your class of cancellations or other time-critical matters. Not all members check their email on a regular basis. Please give at least a week's notice for emailed notifications. Ask that recipients reply, acknowledging receipt. Phone those who do not respond.
Contact the TOALC office if you need help notifying your class.
- Let the TOALC office know if you are having problems reaching a student. It may mean that the student has dropped out and should be removed from the roster. Also, some students may not respond to phone calls or emails from a source they don't recognize. They might be more receptive if the message comes from TOALC.

Scheduling Changes

- TOALC closes when East Stroudsburg School District schools close for inclement weather. (*Our schedule is unaffected by delayed openings. Check WSBG online or call the office for closings on school holidays.*)
- Notify class members as well as Greg or the TOALC office of all scheduled and emergency cancellations with as much advance notice as possible. (*Class assistants can help with this or, in the alternative, can run the class in your absence if you choose.*)
- Check with Greg before scheduling a make-up class or extension. We will get church approval for classes meeting at the church.
- Also check with Greg before taking your class off premises, **for insurance purposes.**

Class Activities

- Please start class on time. People will learn to be punctual if they know you start on time. The rest of the class will appreciate it.
- Many of our members have hearing and visual challenges. Please make handouts easily readable. Contact Greg if you need a microphone. We have a new portable speaker system with UHF wireless microphones, TWS, FM radio, and audio recording. It supports Bluetooth. So, you can use it to play music from your smartphone, too!
- If you rearrange a classroom, please return it to its original condition at the end of your class.
- TOALC policy is **No Recordings** (video /audio) by any means of TOALC classes, including Zoom.

Zoom Classes

If your class meets on Zoom, please review “Learn about Zoom Video Conferencing,” a FAQ document found on the Courses page of the TOALC website at: <https://www.theoalc.org/catalog>). It contains helpful hints on leading a Zoom meeting.

Copying

- Where possible, please distribute class materials in electronic format by email to limit the use of paper. The TOALC office can scan originals for you if necessary. (Please call ahead to schedule.) Ask students to print their own copies and supply copies only to those who cannot print from their own computers.
- Rather than copy large selections from books, ask your students to buy their own copies of that book or similar title in paperback.
- The TOALC office copier is available for up to twenty copies per request.
- Copy jobs of more than an output total of twenty pages will be sent offsite.
 - Print request forms are in the TOALC office above the paper supply shelves.
 - If possible, send your originals via email so that we can deliver them to our printer electronically.
 - Completed jobs will be left in the plastic rack above the paper supply shelves.
 - Allow a week for turn around.

Accidents/Emergencies

- In case of an accident or emergency on TOALC premises involving a member or presenter that requires calling 911, please note:
 - On both floors there is a beige landline wall phone that you can dial 911 directly. They are in the hallway near the back stairs.

- A defibrillator is available in the wall in the same area on the other side of the glass doors, top of stairs.
- Should one of your students be taken to the hospital, their emergency contact person must be notified. *(That information is located on the membership card in the file boxes on the shelf above the desk in the TOALC office.)*
- You must notify the TOALC president and Greg. *(Contact phone numbers are listed on the bulletin board behind the office phone.)*
- Notify the church secretary or the church's designated after-hours contact of any accident/emergency ASAP regardless of whether it results in a 911 call *(These phone numbers are also listed on the bulletin board behind the office phone.)*

Comped Semester Memberships

When you lead a class, we give you a free membership for one future semester. For example, if you led a class during a winter semester, you would be welcome to sign up for classes free during the subsequent summer, with our thanks.

Semester Kickoff Meetings

You are invited to attend the kickoff meeting that precedes and introduces the upcoming semester. We send out Zoom invitations about two weeks ahead.

Do not feel obligated to come. But it is an opportunity for you to promote and for TOALC members to learn about classes from class leaders while people are still registering. Let us know if you are planning to attend so we will be sure to call on you as we run through the upcoming schedule. Remember we have a lot of classes to go through. So, "Be bright, be brief, begone!"

If you cannot attend, let us know if there's anything you'd like mentioned about your class beyond the class description in the course book (available for download at <https://www.theoalc.org/catalog>).

Respect for All

- We at TOALC believe in maintaining an atmosphere of mutual respect where all feel free to share their thoughts and experiences. Discussion that becomes unfriendly, aggressive, suggestive, or takes the form of a personal attack should not be tolerated.
- Whenever possible, please discuss your concerns about a class member's behavior in private with him or her to prevent public embarrassment.
- You have a right to ask a disruptive class member to leave the class.
- Contact Greg or the TOALC office for assistance as needed.

Children and TOALC

Please note the TOALC is for Adults and thus does not offer classes for children. Membership is limited to those age 50 and above, with some limited exceptions. Staff and class leaders do not have state-required clearances to supervise children. Please ask TOALC members not to bring children to TOALC. Notify the TOALC office if it occurs at the earliest feasible time.

Questions / Comments?

Check the TOALC course book (available online at <https://www.theoalc.org/catalog>) for other helpful information.

If you have any questions, contact TOALC at 570-422-7810 or by email at info@theoalc.org .