



Creating Classes: A Guide for FVCS Potential Instructors

Thank you for considering teaching a class or helping to set up this session's program for Four Valleys Community School! In our effort to promote lifelong learning, we provide an opportunity for individuals with diverse interests, hobbies, and skills to share their talents and lead classes. Classes are held after school hours, with access to various school classrooms, the gym, and other local facilities.

Here's What You Need to Do:

- **Choose Your Class Type:** Decide on the type of class you want to teach, such as recreational activities, fine arts and crafts, business skills, cooking, or sewing.
- **Select Your Age Group:** Determine which age group you wish to teach. Options include preschoolers, elementary students, teens, adults, or a combination thereof.
- **Pick Your Day:** Classes can be scheduled Monday through Friday. Evening classes are available at the school from Monday to Thursday. If you're teaching at an alternate location (e.g., a cross-country ski class at Moose Meadows), other days may be suitable. Children's classes can also be offered Monday through Friday, subject to space availability.
- **Consider the Time:** Classes can be held between 2:45 PM and 7:45 PM. For children, it's ideal to start right after school at 2:45 PM, allowing them to go directly to class after a quick break. Early evening slots are also an option, depending on room availability. Adult classes typically start around 5:30 PM or later. Note that the gym is usually not available until at least 4:30 PM on weekdays during the school year.
- **Write a Class Description:** Use the FVCS Class/Activity Description Form to craft a concise yet informative description of your class. Ensure it's engaging and provides enough detail to attract participants.
- **Decide on Your Role:** Consider whether you would like to be a volunteer or a paid instructor. Our community school program greatly relies on volunteers, but if you prefer to be paid, the class fee must generate sufficient revenue to support that. Our staff will assist with calculating class fees and setting instructor compensation.

If you already have specific dates in mind, please consult with FVCS staff to discuss scheduling options.

We appreciate your interest in teaching and sharing your skills with the community. We hope this information helps you create unique and engaging classes. If you have any questions or need assistance, don't hesitate to call us at **907-742-5317** or email us at **registration@fourvalleys.org**

Four Valleys Community School Class/Activity Description Form

Please fill out the form completely!

FOR INTERNAL USE:

CLASS #: _____

ENTERED BY (INITIALS & DATE): _____

FOR INSTRUCTOR TO FILL OUT:

Instructor(s) _____

Mailing address _____ City _____ State _____ Zip _____

Email address _____ Phone# _____

Class Name: _____

Ideal Location for Class: _____

(Girdwood School/Community Room/Meadows Community Center, Brewery, Alpenglow, ETC)

Class Age Range: _____

(Preschool, K-3, 4-6, Teen, Adult, etc)

Class Description:

Class Dates/Times: _____

MINIMUM # OF PARTICIPANTS: _____ MAXIMUM: _____

Does registration need to close by a specific date? Yes / No *If yes, what date?* _____

Please continue to the next page for Class Pricing Considerations.

Four Valleys Community School Class Pricing Worksheet

FOR INSTRUCTOR:

_____ I am VOLUNTEERING my Time & Talent. Thank you!

or _____ I would prefer to be PAID:

I need to receive \$ _____ per person / OR \$ _____ per class.

If PAID, please provide the following information (if applicable):

It will cost \$ _____ in materials to run the class.

What materials are instructors providing, FVCS providing, and/or participants providing?

CHECK ONE: Materials cost is per person _____ OR Materials cost is per class _____

SUPPLIES to be provided BY INSTRUCTOR:

SUPPLIES to be provided BY FVCS:

SUPPLIES to be provided BY PARTICIPANT:

Please note that FVCS will add a small fee to the final class price to cover administrative time, marketing, registration fees, and other costs as necessary. *In general FVCS will charge \$10 per student/per hour of class time*, there are times we need to charge more to cover all costs associated. Additional fees may include **facility rental fees**, which are \$10 per hour of class time, divided among the minimum number of class participants.

FOR FVCS INTERNAL USE ONLY:

Total class hard costs:	\$ _____
FVCS Admin fees (<i>Consult <u>Class Cost Breakdown Worksheet</u></i>):	\$ _____
Class PER PERSON price:	\$ _____