

# CENTER FOR CONTINUING ADULT LEARNING (CCAL)

31 Maple Street, PO Box 546, Oneonta, NY 13820

*Office Hours: Tuesday, Wednesday, and Thursday, 12:30 to 4:30 pm*

*Phone: 607-441-7370 Fax: 607-436-9682 Email: ccaloneonta@stny.rr.com*

## FACILITATOR GUIDELINES

Thank you for offering to teach a class for CCAL! A volunteer CCAL member who has been assigned as your Class Assistant will be in touch with you before and during your course. Facilitators who are **NOT** members of CCAL may take TWO complimentary courses for each course they teach. Complimentary courses must be taken within one year of the date of the course taught.

### **Teaching Venues:**

All facilitators are welcome to visit their assigned teaching location prior to the class to ensure that it is adequate for your needs and to familiarize yourself with the layout of the room.

### **Phone Tree:**

If Oneonta City Schools are closed due to weather, all CCAL classes are cancelled and our office is closed. If the weather causes a class to be cancelled, the Class Assistant will first contact the facilitator then activate the phone tree.

### **Class Changes:**

If it becomes necessary for you to reschedule or cancel one or more of your classes for personal emergencies, please follow the procedures listed below:

- (1) Inform your Class Assistant of the change so he/she can initiate the phone tree.
- (2) Please **DO NOT** change your course's date, time or meeting place or replace yourself with a substitute without first informing CCAL.

### **Class Assistant Responsibilities:**

- Calls the facilitator two weeks prior to class to introduce him/herself
- Checks that the room has requested equipment
- Takes attendance
- Distributes handouts or other materials
- Creates a phone tree for emergency purposes in multiple session classes
- Distributes and collects CCAL evaluation forms and returns them to the CCAL office
- Notifies the liaison at the teaching location if a class is cancelled or rescheduled
- Completes Incident Report form when necessary and submits it to CCAL office

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### **Copies:**

Limited photocopying is available to you and an order form is attached. Requests should be submitted to the office two weeks prior to the first class session. Note: Board of Directors Copy Policy adopted 5/17/2010: "...it is necessary to limit the number of copies that can be made by Facilitators to **three sheets, double sided, per person in each class session offered.**"

### **Parking:**

For classes at Morris Hall or Hunt Union on the SUNY campus, you can go to the front desk and request a parking permit for the length of your course. At other buildings on the SUNY campus, you need to go to the Campus Police/Security office in Alumni Hall. Tell them you are the class instructor for a CCAL course and request a "guest parking permit." There is no charge.

For classes at Hartwick College, CCAL facilitators and members are now required to have day parking passes. These will be available through the CCAL office.

No permits are required for The Plains or The First United Presbyterian (Red Door) Church.

### **Business Solicitation:**

From time to time a volunteer who has a related business facilitates a course. The class roster is NOT to be used to solicit customers for your business. In the classroom, information related to your business may be given out only to those individuals requesting such material.

In accordance with College Regulations, facilitators may not use a course to sell products or services. This policy will also be in effect for courses held at all other CCAL class locations.

### **Release of Liability Form:**

If your class meets anywhere other than the assigned venue, it is *required* to have each participant who is present sign a release form. This must be done each time the class goes off-site. This serves two purposes: it is a waiver of responsibility and it informs CCAL exactly who was in the group. This form is sent to the Class Assistant who will obtain all student signatures and return the completed form to the CCAL office.