



## CCA Classes Instructor Guide

We have prepared this guide in order to help you make your CCA class the best it can be! Often the process of teaching a class at CCA can seem mysterious or daunting, but it's really not. Thank you so much for the time and effort you are expending; CCA appreciates it!

### **APPLY:**

First, look at the [CCA events calendar](#) and choose an open date and time for your class that best suits your needs. Then, fill out the online [Class Application](#) form for teachers on the CCA website. If you have problems filling out the form, let your contact person at CCA (also called the class facilitator) know, and they can help you fill it out.

### **PROMOTE:**

We want to fill up your class with as many students as you feel comfortable teaching! Once your class is on the schedule, CCA will promote your class on social media and on posters. It will really help if you promote it too. If you have a mailing list, please e-mail them about your class. Post on Facebook or whatever social media you use. You know best how to reach your top fans!

### **MEET YOUR "FACILITATOR:"**

Your class will have a CCA volunteer who serves as a facilitator; they will help you with your class and try to answer any questions you have before the class starts. If it's not clear who your facilitator is, contact someone at CCA. If you don't know who to contact, email CCA President, Lexi Hubb at [lexi.hubb@gmail.com](mailto:lexi.hubb@gmail.com)

### **CONTACT YOUR STUDENTS:**

Your facilitator will also send you a list of the people who have signed up for your class, with their e-mail addresses included. Please email the people on this list a few (3-4) days before to let them know what to expect during your class, and if they need to bring anything. It will help them to mentally prepare and participate fully once they are in the class.

### **PREPARE IN ADVANCE:**

Think about any special needs you have in order to teach your class. Would you like a walkthrough of the CCA building beforehand to familiarize yourself with it? Do you need wi-fi access? Special lighting or a projection screen? An assistant during your class? Your facilitator is there to ensure that you feel ready to teach and have everything you need to make your class run smoothly!

### **TEACH YOUR CLASS:**

Your facilitator will meet you at the CCA building before your class to unlock the building and help with setup (tables, chairs, etc.) and sanitizing. If needed, they will stay and assist during your class. If not, they will return as your class is ending to help with clean-up. Your facilitator will contact the CCA treasurer to make sure you get paid promptly. You will receive a check either in the mail or in person.

### **AFTER TEACHING A GREAT CLASS:**

Feel fulfilled! Pat yourself on the back! Thank you for sharing your knowledge and for helping CCA raise some funds.