

# **TOP 10 QUESTIONS INSTRUCTORS ASK**

1. What do I need to do to get set up to instruct a class? First set up a meeting with the Parks & Recreation staff to discuss your ideas. Next put your ideas on paper and bring “props” or “examples” of your class to the meeting. At the meeting obtain course paperwork and you will be on your way to becoming an instructor.
2. How do I advertise my class? Our department handles the majority of this for you but to increase marketing you can hang flyers in the community and spread the word about your class.
3. How much should I charge? Keep in mind the cost of your time, materials and transportation to and from; however, keep it affordable so that you will get students to sign up.
4. Will you provide supplies for my class? No, it is up to each instructor to provide his/her own materials.
5. Will I get a lot of phone calls or emails? If students are interested be ready for either.
6. What if someone is too young for my class and wants to join? That is up to the instructor to decide if he/she will let someone younger join the class.
7. How do I know who signs up for my classes? We email all instructors a roster prior to the first class. Also, email notifications come to each instructor when someone registers for his/her class.
8. What is the minimum and maximum amount of students per class? That is determined by many factors such as age, space and it determined prior to advertising.
9. At what facility will I be teaching? This is determined at the initial meeting.
10. How do I get paid? You will submit a signed invoice once you complete teaching your class and your check will be mailed to you.