

## Class Helpers 2016-2017

Please arrive at 8:30am. The room will be open and most teachers get there that early. Becky Adam or Crystal Allan will usually be there as well to provide a key and help with setting up. Your duties include:

- \*Help the teacher carry in her/his class materials.

- \*Get out the irons, ironing surfaces, cutting mats, and extension cords, etc. from the Guild cabinet. Note: Do not plug two irons into the same outlet. Also, please be sure that participants use organza or other press cloths to protect the iron surfaces, especially when fusing. We also have dryer sheets available to clean up any grunge on irons.

- \* Put PVC risers under 2 tables designated as cutting/ironing tables.

- \*Take attendance on the list which will be provided at the class or via email that week. Give the attendance to Becky Adam or Crystal Allan.

- \* Start the class promptly at 9am and announce that the irons will be turned off at 2:45pm in preparation for the class ending at 3pm.

- \*The Guild cabinet also has a plastic box with some medical supplies such as aspirin, band-aids, etc. for any minor medical needs.

- \*You will order and pick up or have delivered lunch for the teacher and yourself. There are menus in the yellow Hostess folder for Obie's, Brewburger and Blu Island Bistro. Obie's does deliver. It is easiest to get the teacher's lunch order before class so you don't have to interrupt her/him later. Everyone should break for lunch around noon so plan to get or have delivered the lunch for the teacher at that time. If the class is a busy one, people usually prefer to eat and get right back to work. Note: We need to get the lunch receipt to the treasurer, Char Sims, in 24 hours so please give the receipt to Becky Adam or Crystal Allan. You will be reimbursed for the lunch payout.

- \*Your main responsibility during the class is the watch for opportunities to help the teacher.

\*At the end of the class, please remind people to put their extension cords in the storage box and pick up trash.

\*Please put everything away in the cabinet and lock it. You can return the key to Becky Adam or Crystal Allan.

\*Help the teacher carry supplies back to car.

**(Individual instructions for what happens to teacher after the class depending on who might be taking her to dinner or if there is a presentation after, etc.)**

While we're sure you will pick up interesting info from being in the classroom, your primary focus should be on making the class run smoothly for the teacher and participants.

Please call or email Becky Adam or Crystal Allan if you have any questions.

\*Becky Adam email= madajabe@aol.com / phone=937-572-0246

\*Crystal Allan email=crystalkentallan@gmail.com / phone=941-882-3611

Thanks for your help!