



Brenham Community Education Instructor Guidelines

BCE instructors are to:

- Touch base with the BCE office at least one week prior to your class/camp to ensure files are in order.
- Ensure fingerprinting documentation is on file for all instructors prior to class/camp.
 - **A list of ALL instructors (Name, DL#, DOB) must be submitted to the BCE office with proposal.**
- Ensure current background check documentation is on file for all volunteers.
- Arrive at class location at least 15 minutes prior to start of class
- Contact the Brenham Community Education office for all questions, needs, and concerns. Please, **DO NOT** contact the **campus office**.
- Be prepared for class.
- Greet students
- Take attendance and mark roster
- Ensure that **only** registered participants are on-site at class/camp. One personal child of the lead instructor is allowed to attend with a registration form on file and approval of BCE staff.
- Ensure that money does not change hands, unless prior arrangements have been made through the BCE office (i.e. supplies, concessions, registration fees, etc.).
- Stay with all minor students until **ALL** are picked up.
- Leave the room/area in the same condition it was found.
- Contact the BCE office after class if any students attend that are not on the list or if there are any no-shows.
- Obtain approval of any schedule changes or cancellations from the BCE Facilitator prior to final decision.
- Have any and all correspondence/advertising approved by the BCE Facilitator prior to distribution.
- Return signed roster to the BCE office at the end of the class session to initiate the payroll process.
- Payment for each class/camp = 80% of total registration revenue collected.
- Contact the BCE Facilitator with any and all questions or concerns at (979) 277-3895.

Brenham Community Education is responsible for setting up the class for online registration, assisting with registration, collecting registration fees, providing a facility/room to host class/event, scheduling for facility cleaning, providing any materials/furniture agreed upon prior to beginning the course, and processing instructor payment.

Note: Brenham Community Education classes follow the school calendar.

Failure to comply with guidelines jeopardizes the right to conduct future classes/camp. I have read and fully understand my responsibilities according to the above guidelines.