



HOW TO GET STARTED

Thank you for your interest in becoming a Learner Contract Instructor with Sierra Curtis Neighborhood Association (SCNA) / Sierra 2 Center. The Sierra 2 Center works with qualified individuals and organizations to provide a variety of relevant educational and enrichment classes and activities for the community.

Prospective Instructors must:

1. Complete a **Class Proposal Form**

If accepted by the Program Coordinator, instructors will also need to:

2. Complete an **Contractual Agreement for Instructors**
3. Submit a **W-9 Form**.

If your proposal is accepted, the Program Coordinator will work with you to determine the specific design of the class in regards to facility suitability, facility availability, fee structure, course time frames, participant minimums and maximums, age ranges, course descriptions, etc.

WHY WORK WITH US?

We're a dynamic center for cultural and educational activities, with a dedicated membership base within the neighborhood as well as a growing clientele throughout the Sacramento region. One goal of The Learner is to foster educational opportunities for both students and instructors.

POLICIES AND PROCEDURES

INSTRUCTOR COMPENSATION

Class registration fees will be split 50/50. Instructors may make class fee suggestions in their proposal forms but the Program Coordinator will finalize the rate, with respect to instructor expertise, expenses, and market rates. Student minimum/maximums are determined and agreed upon by both the instructor and Program Coordinator.

Instructors will be provided with an invoice at the end of the class series or workshop. It is the instructor's responsibility to review the invoice for accuracy. Once submitted all invoices are final. Checks will be issued to instructors after the last day of class in a given session. Checks will be mailed to the address provided, unless other arrangements have been made.

INCOME TAX REPORTING

Instructors are not considered Sierra 2 Center employees, and therefore, are not eligible for benefits. It is the instructor's responsibility to pay all income taxes, as SCNA does not withhold State or Federal Income Tax, but does report earnings to the IRS through Form 1099. **All contracted instructors will be required to complete a W-9 form.**

REGISTRATION

All registration takes place through the Sierra 2 Center office (by phone or in person) and online. Instructors are not to collect money. Registration deadlines will be set to encourage timely sign ups.

All registered students will be listed on a class roster, which the Program Coordinator will provide to the instructor prior to the first class. It is the instructor's responsibility to review rosters at the start of class to ensure everyone attending the class is registered. Any student not on the list is not registered for the class.

We do keep wait lists in the event that a full class has cancellations. Waitlist students will be notified if a spot opens up and their name will be added to the roster.

CANCELLATIONS

Except for illness or emergency, instructors may not cancel a class without prior approval from Sierra 2 Center. In the event an instructor cancels a class due to illness or emergency, the instructor shall, in the following order: (1) contact and advise the Program Coordinator, (2) contact all students (a roster will be provided, if needed), (3) schedule a make-up date as approved by the Program Coordinator, and (4) notify students of the make-up date.

If the Program Coordinator is out of the office, the Sierra 2 Center office staff will accept your cancellation and provide the roster of students to be contacted.

If a class does not meet the minimum participant requirements by the registration deadline, it can be cancelled by the instructor or Sierra 2 Center.

If a class is cancelled by Sierra 2 Center, the instructor will be informed and participants will be

issued a refund or credit for another class.

MATERIALS

Instructors can handle class supplies in one of two ways:

1) They can purchase supplies on the students' behalf and charge a Materials Fee, which will be collected by the Sierra 2 Center and paid to instructors at the end of the session along with their portion of the registration fees, or

2) They can request that students bring their own supplies to class. Instructors should supply the Program Coordinator with a detailed list that includes a recommendation for where to find the item(s). The list will be sent out to students as the sign up.

CLASS SCHEDULING

Instructors are responsible for submitting class schedules through the class proposal form. The Program Coordinator will attempt to accommodate requests pending facility availability.

Holidays observed by Sierra 2 Center (building closures):

New Year's Eve (<i>limited hours</i>)	4 th of July
New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving (and the following day)
President's Day	Christmas Eve (<i>limited hours</i>)
Memorial Day	Christmas Day

FACILITY

The majority of classes offered through Sierra 2 Center's The Learnery will take place in Room 12. This carpeted room can hold a maximum of 30 students in classroom style and 45 students in theater style. The room is equipped with a drop-down projector screen and blackboards. A projector can be supplied if available and if arrangements are made in advanced with the Program Coordinator.

The Sierra 2 Center provides tables and chairs. A blank room diagram will be provided to you by the Program Coordinator on which you can indicate your set up needs. Sierra 2 Center furniture and equipment will be set up by Facility Services staff. If your class requires protective table covers/ linens, special furniture or equipment, those must be supplied and set up by you.

If your accepted class proposal requires a learning space other than Room 12, special arrangements can be made to use another room.

Storage space is limited- we cannot store class supplies or equipment. If you feel storage is necessary for your class, please speak with the Program Coordinator to see if an exception can be made. All items (materials, equipment, posters hung up on walls, etc.) must be taken down or put away after each meeting.

Rooms will be unlocked by Facility Services staff a half hour before the start of your class. No keys will be administered to instructors. If you need assistance, you may call the office during business hours (916-452-3005) or call the Facility Services staff anytime (916-761-2077).

COURSE EVALUATION FORMS

Forms may be distributed to registered students following the completion of class. They will also be available online. The information collected may be used to determine if a class will be held again in the future.

MARKETING

The key to a successful class is how well you market the program you have to offer! The Sierra 2 Center promotes program activities and classes by making and distributing flyers, publishing class information on the Sierra 2 Center website and social media pages, and through email newsletters and press releases. Instructors are encouraged to promote their classes as well. Copies of flyers can be made for instructor distribution.

Instructors should plan to do their own marketing in order to ensure a successful event. The Sierra 2 Center and The Learnerly program logo must be all marketing materials made by the instructor.

PROMOTION OF PRIVATE ENTERPRISES (BUSINESS)

The Learnerly classes cannot be used as a forum for the selling of services or products of the instructor. Instructors may mention their business or service as an introduction or explanation of experience and expertise, and as a way for students to learn more about the subject at the conclusion of the class series. Free promotional flyers, materials, etc. must be approved for distribution by the Program Coordinator.

CONTACT INFORMATION

The primary contact for the *The Learnerly* is Program Coordinator Katie Byram. She can be reached at (916) 452-3005 or Katie@Sierra2.org. The main office is located at 2791 24th Street, Sacramento, CA 95818. Office hours are 9 a.m. – 5:30 p.m. Monday through Thursday, and 9 a.m. – 5 p.m. on Fridays. Please call the Facility Services Staff when the office is closed: (916) 761-2077.