



National Educator Chapter Host Procedure

The Host Chapter **MUST** guarantee ten (10) students per class. Chapter is to supply a roster of ten students, with checks and SASEs (or e-mail addresses) included with Request Form. To keep registration fair for all members, all additional host chapter members must register through normal process for the class.

The Host Chapter will

- Select the class to host from the teacher's listing.
- Complete "Request to host National Education Classes" form.
- Provide a contact person to work in conjunction with the National Education Director during the class. This person shall be available for questions and problems during the classes. This person must be a registered member in the class.
- Secure a location/facility for the class. Provide National Education Director with physical address, directions or map.
- Set up as well as clean up the facility. If there is a charge for the facility, this will be reimbursed or paid for by the AQG up to \$200.00 maximum. Host must inform National Education Director before event. Reimbursement will be processed upon receipt of the completed payment request form.
- Provide adequate seating arrangements and tables for twenty students per class and the teacher. Also, provide extra table(s) for teacher to sell any related merchandise. Facility must have adequate power outlets, and tables and chairs for up to a minimum of 25 members.
- Provide any equipment requested by the teacher (example: AV equipment, easel/whiteboard and markers).
- A list of registered members will be provided by the National Education Director. It is recommended that the host provide nametags at their expense.
- Check in members upon arrival with list provided by National Education Director and report any changes. Any member not registered must have approval from AQG. ALL members must register and pay to attend the class.
- Collect any kit/materials fees from individual students and pass along to teacher as a lump sum payment, either in cash if received or as one check written by the Host Chapter.
- Provide cold water and lunch for the teacher at host chapter expense.
- All attendees, including AQG Board members and contact person from the Host Chapter, must register and pay to attend the class.
- Assist National Education Director in finding hotel accommodations or private home lodging, if needed.

At no time is the Host Chapter nor any member to contact the teacher directly. This is the responsibility of the National Education Director. If you have any questions, please contact the National Education Director or the AQG office.