

CLUB DAY GUIDELINES FOR INSTRUCTORS

- All instructors **MUST** sign a SAFE Statement of Faith.
- Instructors who wish to teach a class are required to submit a class description to the board for approval.
- For classes taught by instructors younger than 18 years old, it is required to have an adult present during class.
- It is the instructor's responsibility to ensure that all students are SAFE members. A current list of SAFE members will be given to instructors. If there are any problems in this area please contact the Club Day Coordinator for assistance.
- It is the instructor's responsibility to collect all fees pertaining to their class.
- It is the instructor's responsibility to return the classroom to its original state after each class.
- Church supplies and equipment are **NOT** allowed to be used for Club Day classes. There are some exceptions so if you have a need, please ask the Club Day Coordinator. However, the host church may allow the use of outdoor play equipment. Please check with the Club Day Coordinator about this.
- Instructors are required to supply documentation to each student of class participation. The document should include a course description and grade if the class is taken for high school credit.
- Instructors **must** inform the Club Day Coordinator, as well as all students, if the class is cancelled. If this notification is not made, the board reserves the right to refuse future requests for teaching a class on Club Day.
- During any Club Day performance, there will be no individual performances by students unless that is what was covered in class. Club Day programs (if any) are to cover what is instructed in Club Day classes only. Also, no instructor will be allowed individual time to perform during Club Day programs. This is a time for students to show their ability and progress made in class.
- Graduated students of SAFE member families may participate in Club Day at the instructor's discretion and on a space available basis, with current students having priority.

Please sign, date and return to the Club Day Coordinator as a record of you receiving and agreeing to abide by these guidelines.

Signature: _____ Date: _____