

Monitors Checklist

Day of Class: Please arrive 15-20 minutes prior to class.

The following items will be found on the Registration Table

1. Class registration list and sign in sheets
2. Class materials, manuals
3. Evaluation forms, tally sheets (Leslie will supply towards the end of the class)

Prior to Class: Please ask participants to verify name on class registration sheet. Please send students who are highlighted on the sign in sheet to front office to process their registration. All sign-in forms should be given to Leslie by first break so certificates can be processed and issued prior to the end of the class.

****Attendance Requirements: Students and monitors MUST be present for 50 minutes of each hour of the class to be issued a certificate of completion.***

Phone Calls during Class: Cellular phones are not permissible during instructional time.

Lunch Time: Monitors, Please return 5-10 minutes before class resumes after lunch break. Students will be required to sign-in to show they have returned after lunch.

During Last Break: Check with Leslie regarding certificates.

Instructor Evaluation Forms: (Check with the instructor before class begins). Please pass forms out during the last 15 minutes of class, last 25 minutes if the class has more than 30 students. Monitors are responsible for tallying the forms on the tally sheet provided and returning all to Leslie. For classes ending at 5:00 PM, forms may be turned in the following business day.

Last 5 - 10 Minutes of Class: Circulate the sign-out sheet.

End of Class: Hand out certificates (if done) and do evaluation tally sheet. When done, all forms can be given to Leslie.

Please be aware of instructor's needs - Lights, room temperature, etc. Please keep an eye on coffee pots, to prevent them from burning. Please make coffee if needed. Also, any additional questions may be directed to Leslie at the Association office at 982-8385.

Thank you for your help!

Signature _____

I have read the above and agree to perform the Monitors Checklist Responsibilities