# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Policy</td>
<td>2</td>
</tr>
<tr>
<td>Enrollment</td>
<td>2</td>
</tr>
<tr>
<td>II Facilitator Administrative Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>Facilitators</td>
<td>2</td>
</tr>
<tr>
<td>Purchases for your Class</td>
<td>2</td>
</tr>
<tr>
<td>Risky Business Classes</td>
<td>2</td>
</tr>
<tr>
<td>Class Proposals</td>
<td>2</td>
</tr>
<tr>
<td>Planning Class Times on MCC Campus</td>
<td>3</td>
</tr>
<tr>
<td>NFLL VicNet Class Registration System</td>
<td>3</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>3</td>
</tr>
<tr>
<td>CLASSES THAT INCLUDE TRANSPORTATION BY CARPOOL</td>
<td>3</td>
</tr>
<tr>
<td>Off Campus Partnership Facilities</td>
<td>3</td>
</tr>
<tr>
<td>Summer Session &quot;Under the Yellow Umbrella&quot;</td>
<td>4</td>
</tr>
<tr>
<td>facilitating a guest presenter</td>
<td>4</td>
</tr>
<tr>
<td>Visitors to Classes</td>
<td>4</td>
</tr>
<tr>
<td>Class Attendance Forms</td>
<td>4</td>
</tr>
<tr>
<td>Sunshine Lady</td>
<td>4</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>4</td>
</tr>
<tr>
<td>Volunteer Service Statement &amp; Agreement</td>
<td>4</td>
</tr>
<tr>
<td>Curriculum Volunteer Hours</td>
<td>4</td>
</tr>
<tr>
<td>Open Communication</td>
<td>5</td>
</tr>
<tr>
<td>III Campus Information</td>
<td>5</td>
</tr>
<tr>
<td>Mesa Community College (MCC)Campus Southern and Dobson</td>
<td>5</td>
</tr>
<tr>
<td>Parking, Copying</td>
<td>5</td>
</tr>
<tr>
<td>MCC Red Mountain Campus Parking</td>
<td>6</td>
</tr>
<tr>
<td>MCC Downtown Center (DTC) Parking</td>
<td>6</td>
</tr>
<tr>
<td>Parking, Copying</td>
<td>6</td>
</tr>
<tr>
<td>Non-MCC Campus Information</td>
<td>7</td>
</tr>
<tr>
<td>IV EMERGENCY PROCEDURES       ALL CAMPUSES</td>
<td>7</td>
</tr>
<tr>
<td>V TEACHING TIPS: Getting to Know Attendees</td>
<td>7</td>
</tr>
<tr>
<td>Teaching Style, Managing Disruptions</td>
<td>8</td>
</tr>
<tr>
<td>VI FORMS</td>
<td>8</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>9</td>
</tr>
<tr>
<td>Semester Curriculum Planning Form</td>
<td>10</td>
</tr>
<tr>
<td>IKON &quot;Job ticket&quot; copying</td>
<td>11</td>
</tr>
<tr>
<td>VII Short version: Guidelines for Facilitators for</td>
<td>12</td>
</tr>
<tr>
<td>Non-Member Guest Presenters</td>
<td></td>
</tr>
</tbody>
</table>
I. Introduction
The Curriculum Committee is composed of all the NFLL facilitators and others with Curriculum tasks. The committee meets the second Thursday of Jan, Feb, Sept, Oct and other months as needed, see Website calendar for details. The committee welcomes any NFLL member who would like to facilitate a study group regardless of personal expertise.

Policy (Disclaimer ratified by New Frontiers Council, June 9, 2003) Mesa Community College (MCC), and NFLL encourages you as a facilitator to express your views. Your opinions are not necessarily those of Mesa Community College or the NFLL Governing Council. The tradition of New Frontiers is common courtesy and respect for others in every situation. Your responsibility as a facilitator is to extend these same courtesies to course participants. When expressing your views, you should make it clear these are your personal opinions and not the opinions of others.

Enrollment Policy Enrollment is the payment of a NFLL membership fee to MCC; after that the Member is a non-credit Student of MCC and is eligible for NFLL benefits. The fee may be paid on an annual or semiannual basis. Benefits include learning, social, travel, volunteering and organizational opportunities. Enrollment as an Annual or Semi-Annual Member is required prior to registration in NFLL courses. Members must register for each course they wish to attend.

II. FACILITATOR ADMINISTRATIVE RESPONSIBILITIES

Facilitators
As a Facilitator, you are a Coordinator in the VicNet Registration System. You will be able to see the names of members in your class, their email addresses, and their phone numbers.

Before the first class session, visit the classroom to assure that it meets your needs. Prior to your class, you may want to contact your class members to welcome them to the study group. If there is a room change, be sure to let your class members know. Also place a sign on both the old location and the new location. Be sure to remove the signs after the class.

You are key to the success of NFLL and should try to expand course offerings and accept leadership roles. You should attend the Open House to answer any questions about your course(s). You may provide handouts to potential class members.

Purchases for your Class
Please contact the Committee Chair with any request at least 4-6 weeks before you need to make a purchase for your class. Any uncoordinated purchases will not be reimbursed.

Risky Business Classes
When attending ‘Risky Business’ at-risk functions, MCC requires a release form be signed and on file for each category of risk. Go to Classes tab on the website and choose Risk Forms if you need one.

Class Proposals Forms
You must submit a Class Proposal Form for each class you institute. The form can be printed from the NFLL website at newfrontiers.mesacc.edu under the Classes tab. The proposal outlines the scope of the course, desired times and identifies needed resources. Proposals must be
submitted prior to the cutoff date. Currently the cutoff dates are Fall: July 1; Spring: Nov. 1; Summer: April 15. Proposals submitted early make it easier to produce the Schedule. The desired size of the class will influence the assignment of your classroom so be sure to type in the number you want in the class limit spot.

**Planning Class Times** on the MCC Campuses: Many times there will be a MCC class meeting right after your class, especially in the large lecture rooms. Plan to have classes end 10 minutes before the advertised time. For instance: 1:30 – 3:00 class should actually end at 2:50. Let a guest speaker know this policy also.

Visit your assigned room to make sure you have the **equipment** needed by the presenter. If you need help to operate the equipment, contact the media center 480-461-7687 for Dobson MCC and a couple of days before class to learn how. If you know someone who knows how, ask them to help you. Your presenter may be familiar with the equipment but needs a MCC password if they plan to use the MCC computer. (Every NFLL member has a mcc.edu email address. You can obtain a password so you can LOG ON and SIGN OUT when you are through.) There is a Podium Operation Guide on the website. If the presenter brings his/her own lap top, they can plug it into the projector. If the MCC computer is used, make sure the computer is logged off after class. If a microphone is needed contact the media center at least a week before your class. If there is a problem on the actual class day, you may contact the Help Desk (the # is on the phone in the room.). It is highly recommended that you or your presenter supply your own lap top to plug into the MCC system that is available in every class room.

**New Frontiers VicNet Class Registration System**

Members will self-schedule. If a Class is *closed* due to registration limits they will not be able to register. There will not be a Wait List. If someone removes themselves due to a change in plans, the Class will open again. If someone who has not registered shows up, (you should download and print the list of registered students) please ask them to wait to be seated until all the registered class members have been seated.

**Student Insurance** while engaged in New Frontiers Classes, MCC insurance covers students.

**Classes that include transportation by carpool.** There is a distinction between a carpool and a caravan for insurance purposes. The facilitator may choose whether they desire a carpool or a caravan and adhere to these differences. "A caravan will be covered through student insurance, but carpooling will not. A caravan is a formal way of organizing the travel portion of the trip, i.e., there is a lead car and an end car, everyone follows each other, there may be preset times for stopping, taking a break, gas, etc. Carpooling is informal. Everyone is on their-own with the only requirement being a set arrival time. A classic example is our Trailblazer hiking group. Members may choose to carpool to a hiking site. They are not be covered by MCC student insurance while in the car. When they begin hiking they are covered by the MCC insurance.

**Off Campus Partnership Facilities** A number of facilities partner with New Frontiers. Partnership members are allowed to attend courses without being New Frontiers members. If you have a class at a partnership-facility, contact the facility administrator to confirm your classroom booking, how many of its members plan to attend your course and let them know how many NFLL members are attending. This communication will help ensure sufficient accommodation
for the number of attendees and help you to have adequate handouts. Also discuss any special needs such as, microphones, podium, AV equipment, chairs and tables etc. A list of the administrator’s names, phone numbers and/or email addresses and map can be provided by the Curriculum Committee Chair.

Summer Session  The summer program, Under the Yellow Umbrella, consists of classes sponsored by NFLL and the Mesa Active Adult Center. There is no Open House and most classes are held at the Center. The deadline for facilitators to submit their summer class proposal is April 15th. Attendees enrolling in the classes sponsored by the Center must do so by telephoning the Center. Attendees enrolling in the NFLL classes must do so by contacting the facilitator by email (preferably) or by phone. Each facilitator is responsible for their classes. Members of the Center may attend the NFLL classes. At the end of the class session(s), the title of your class and the number who enrolled along with the actual total number of attendees should be sent to the Curriculum Committee Statistics Officer (currently Charles Barry). Again, all facilitators should check with the Center or the other community locations a week in advance regarding their enrollment, classroom space, equipment needs, etc. If you have any questions, concerns etc. about the summer program, contact the Under the Yellow Umbrella Coordinator.

If you are facilitating a guest presenter, please remember that the person may have information available regarding their work and or business BUT NFLL members are under NO OBLIGATION TO READ OR TAKE INFORMATION HANDBACKS (see Section VIII. Non-Solicitation/Non-Disclosure Agreement Form is found in the Facilitator’s toolbox). They may have business cards available at the end of the class for individuals who may be interested. This is to assure that NFLL is not endorsing any products or services. No selling of anything inside the classroom—if student wants something go to presenter’s car. Ask presenter to sign form before class starts. Announce Presenter is to inform us and NOT sell to us.

Visitors to Classes  Visitors are welcome to most classes that have no size limit with your permission based on available seating in your classroom. Allowing visits is a marketing tool. If a visitor is attending on a frequent basis, we like to see them become a New Frontiers member.

Class Attendance Forms  Ideally each facilitator should have an emergency contact number for each class member. The Attendance Emergency Contact List Form (included in Facilitator’s Toolbox) may be used, but you may keep track of attendance using whatever method is most comfortable for you. At the end of your last class or series of classes, give the Curriculum Statistics Officer (currently Charles Barry) the number of enrollees and the number of members who attended (no names, just numbers). Suggestion: For the large classes, ask someone in the back row to “count heads” for you to get a more accurate number. Also, if 100 or more copies were made for your class, include the number of copies made. This will help in preparing the budget for copies to be made for similar future classes.

Be aware if a person misses several sessions. You are encouraged to contact absentees, since we want our members to know we are concerned about their well-being. If the person is ill, contact the “Sunshine Lady” (currently Diana Pearce) in the Membership Committee, and she will make certain a card is sent to them. Encourage your class participants to let you know if they are unable to attend a session or sessions or if they are unable to continue taking the class. At the end of your series of classes, please destroy the list containing emergency numbers.
Emergency Procedures Considering the ages of our attendees, you should be familiar with emergency procedures. At the first session of any class, make participants aware of the emergency procedures at their respective campus. Refer to Section IV “Emergency Procedures” in this handbook. Also tell them where the bathrooms are located.

Volunteer Service Statement & Agreement MCC has a requirement for all facilitators to sign an agreement that: you are not an employee of any Maricopa County college, that you understand the requirements of a facilitator and that you are facilitating without pay.

Curriculum Volunteer Hours In June of each year, members should send their volunteer hours related to the Committee to the Statistics Officer, currently held by Charles Barry. Volunteer hours include meetings, travel time to meetings, class time as a facilitator, class preparation, team leader work, etc. MCC receives funding related to volunteerism and community education. Volunteer hours for other committees should be reported to those chairpersons.

Open Communications If any occurrence takes place that is out of the ordinary, please notify the Curriculum Chair or Co-chair concerning details of the event. Misunderstandings can potentially become blown out of proportion, so firsthand accounts are important, even if the problem appears to be resolved.

III. CAMPUS INFORMATION

Mesa Community College (MCC) Campus on Southern and Dobson

General Information: The main campus is located on the southeast corner of Dobson and Southern Avenues. Several parking lot entrances are located on both streets. Bus stops are also located on both streets. Disabled parking and handicap ramps are readily available. The campus address and phone number is: Mesa Community College (MCC) Southern and Dobson Campus (SD) 1833 West Southern Avenue, Mesa, AZ 85202 480-461-7000

Parking When on the campus as a facilitator, you may use your Temporary Parking Permit-Visiting Instructor form that permits you to park in faculty and staff parking (do not park in the “commuter parking spaces” marked by blue lines). You may not use this Pass if you have a Student decal on your car. Fill in your license number, your printed name where it indicates “Issued to” and sign at the bottom where at “Instructor’s Signature.” It is also recommended that you put your phone number (preferably your cell) in the upper right corner and “New Frontiers” in the upper left corner of the form in case Security needs to contact you for any emergency that may pertain to your car. You need not fill in the “Expiration Date” if you will be teaching every semester. A Temporary Parking Permit may be obtained from the Curriculum Chair.

Copying: The MCC Copy Center (IKON) is located in the Academic Support (AS) Building (West of the Kirk Center and adjacent to the Library Building). The New Frontiers authorization code will be given to you by the Curriculum Committee Chair (the same authorization code works at all MCC campuses (SD, DTC and RM.). Copy machines are available for individual use, or you can submit a request for the Copy Center to handle large jobs. When doing your own copying, a 30 to 50 page limit is suggested since so many people use the copy machines. In an effort to conserve paper, please print on both sides of the paper. When you finish copying, please push the completed button to cancel the code from the machine so that the next person's copying will not be charged to New Frontiers. When you print a large number of copies at the Copy
Center, ask the operator to record the cost of the printing job at the lower left corner of the request form. Give the Curriculum Chair a copy of the completed copy form to assist in tracking copying costs or when you report your class attendance to the Curriculum Committee Statistics Officer include the number of copies you made (over 100). You can make copies using any MCC Copier. Directions on how to use the Copier are on our web site; look under Classes.

**Requesting Copies on Line:** You may order a printing request on-line by sending an email to the MCC Copy Center (IKON) using a “Job Ticket” (see sample in the FORMS). Go to http://www.mc.maricopa.edu/other/copycenter/digital.html. This web page has links to MS Word and Adobe Acrobat versions of the “Job Ticket” form. Fill it in as directed, except leave the “Part Time” and “Full Time” areas blank. If you wish the order to be delivered, give the location on the “Building” line or check the “Will Pick Up” line if you plan to pick up the order yourself. Put our printing code # (given to you by the Curriculum Committee Chair) in the “Copy Account #” line and put New Frontiers on the “Department” line. Select all the paper and copy options you need. Do a “save as” to save the form with a job ticket name of your choice. Attach your “Job Ticket” file AND your document file to an email message to the Copy Center copycenter@mcmail.maricopa.edu

**MCC Red Mountain Campus (RM)**
General Information: MCC Red Mountain Campus 7110 East McKellips Mesa, AZ 85215 phone 480-654-7200. The Red Mountain Campus is just East of Power Road.
There are two entrances to the campus. The main entrance is East of Power Road on McKellips Road and has a stop light and left turn lane for easy access. This entrance is marked by a sign that states, Mesa Community College, Red Mountain Campus. You can also reach the campus by continuing north on Power Road past McKellips Road. Turn right on to the “old” campus area known as Acacia Village. This is used to reach the parking lot and quad building where most of the New Frontiers study groups meet. This square compound area is designated on the campus map as RDM V Acacia Village, and houses rooms RDM VI16−124.

**Parking** Several parking areas are available around the buildings including a number of disabled handicap spaces. At the Acacia Village building, the parking lot is on the north side of the buildings. It is a large area and parking should not be a problem. Disabled and handicap accessibility is available (see additional parking instructions under the MCC campus section).

**MCC Downtown Center Campus (DTC)**
General Information: MCC Downtown Center, 165 North Centennial Way Suite 208 Mesa, AZ 85201 phone: 480-461-7497. MCC Downtown Center Campus is in downtown Mesa.

Please note, if your classes are held at the Downtown Center you are not permitted to move the furniture. There is a special code to use the DTC restroom facilities.

**Parking** The building and parking structure are located across the street south of the Marriott Hotel. There are two entrances to the parking structure, one across from the Hotel and the other on Centennial Way. All MCC parking and classes are on the second level. Do not park on the ramps. Be sure to have your parking decal on your car window or a MCC yellow parking permit on your dashboard (see additional information under the MCC campus section).
Copying Instructions on how to use the DTC copier are on our web site under ‘Classes.’ A copy machine is available at the Center (see Southern and Dobson section). When you finish copying, push the completed button to cancel the code from the machine.

Non-MCC Campus Information
Classes may be conducted at sites other than MCC campuses which includes off campus partnership facilities (see New Frontiers Class Locations in the “Class Schedule). At all times, facilitators should adhere to regulations and requests of the sites. If any problem surfaces, please consult with the Curriculum Chair as soon as possible to determine what, if any, action is required. Please arrange to make your class handout copies at campus copy centers. Any special needs should be referred to the Curriculum Committee Chair.

IV. EMERGENCY PROCEDURES
Attendees must be aware of the emergency procedures for your site. Make sure every enrollee knows the campus emergency number. Also make sure that every attendee has listed an emergency contact name and telephone number on the attendance sheet.

MCC at Dobson & Southern
Emergency Number 1-777
If the situation seems critical, ask the campus emergency contact to call 911. The College Safety Officers can administer first aid and stay in contact with the emergency crews while they are en route. The first aid center in the College Safety Office is located on the west end of the Social/Cultural Science Building #14 (on the southwest corner of campus). This office is staffed 24 hours a day, 7 days a week. Note: All parking lots have emergency call boxes.

MCC at Red Mountain at Power & McKellips
Emergency Number 4-7444
Phones are located in the Faculty Resource Room and in the Administration Offices. For injury or illness, call the emergency number 4-7444. If the situation seems critical, ask the campus emergency contact to call 911. Since New Frontiers classes are held in Acacia Village, access to a faculty/administration office is only a few steps away from the classrooms. In addition, every classroom has a telephone. Note: All parking lots have emergency call boxes. In all cases, the Site Coordinator should be notified immediately.

MCC at the Downtown Center on Centennial Way
Emergency Number 461-6116 or if office staff is needed 461-7493 or 911
Make yourself aware of staff locations and how they can be contacted most quickly.

For ALL Emergencies
In the event of an emergency, the MCC CEO should be notified (480-461-7497). The MCC CEO will notify the appropriate dean's office and will have the insurance forms available, if needed.

V. TEACHING TIPS
Getting to Know Attendees For moderate size classes, you may have each person introduce themselves. Encourage people to wear their nametags so names can be used.
Teaching Style Use the style most comfortable for you and most appropriate for your study group. Always be prepared for your presentations. Involve the attendees as much as possible. Ask for opinions about topics, ideas, and so forth, and make feedback an interactive dialogue.
Sharing in small groups is effective. Our age group appreciates being involved in discussions. If you have particular guidelines or limitations for your class, make sure they are clarified. You should state all course parameters during the first session, or, even better, distribute your expectations to the class. When you question attendees, slowly and clearly phrase your questions. Accept some silence after a question—wait long enough (approximately 10 seconds) for class members to formulate a thoughtful answer. Ask open-ended questions (not "right/wrong" questions), and listen to the answers.

**Managing Disruptions** Rarely will a disruption take place in a New Frontiers course, but if a disruption occurs, remember that you are in charge of the session. Relax and use humor to diffuse the situation. If bringing the discussion back to focus proves difficult, try a focusing tactic, such as, "That line of thinking takes us away from the topic at hand; let's get back on track." If the discussion turns inappropriate or offensive, cut it off immediately.

Feel free to contact the Curriculum Chair with any questions or problems. Most of all; relax and have fun with your group.

**VI. FORMS**

Forms you may want to use. Many are available on the New Frontiers web site for downloading or are provided here for copying. The New Frontiers website address is: newfrontiers.mesacc.edu and forms are listed in the Facilitator's Toolbox located under the Classes tab.

Proposal Form: Used to submit a Study Group Proposal to register a class to be included in the class schedule. It is found below or on the New Frontiers website.

Attendance Record & Emergency Numbers Form: May be used to record enrollment information and also for attendance. It is listed below and is found on the NFLL website.

Semester Curriculum Planning Form: Used to maintain a history and to document the planning of classes from the proposal stage to the end of the semester. It can be a tool to communicate to the Curriculum Chair any problems encountered during the semester or any suggestions you may have for future semesters. It is listed below.

General Assumption of Risk & Release of Liability Forms: These forms are required for the various categories of risks involved in certain classes listed under 'Risky Business' in the Schedule of Classes. They are found on the New Frontiers website.

Non-solicitation/nondisclosure Agreement Form: Must be signed by all member or guest presenters. It is located on the New Frontiers website.

Copying Orders On-line “Job Ticket”: It is used to place an order via email with the MCC Copy Center to print a document. See further instructions in Section III under Copying at the MCC Southern & Dobson Campus. It is listed under Forms in this document.

Purchases Needed Through Petty Cash Form: It is necessary to have this form filled in and signed by the Curriculum Chair or Co-chair before presenting it to Pat Esparza for purchases from petty cash.
*Purchases needed through Petty Cash:

Item__________________________

Cost____________________                       Vendor________________________

Requested by ________________________ Date_________

Submit this form to the Curriculum Chair. Any questions---please call or e-mail the Curriculum Committee Chair. (Allow 4-6 weeks for processing.)

_________________________________________________________________________________

Chair/Co-Chair Signature

*If at all possible, it is preferred that this information be submitted using the form on the New Frontiers' website

newfrontiers.mesacc.edu
Rev. 10/2013
SEMESTER CURRICULUM PLANNING FORM

To be completed by a New Frontiers facilitator to maintain a history and to document the planning of their class from the proposal stage to the end of the semester. To be returned to the Curriculum Chair at the end of their class. Please include any problems or suggestions for future semesters.

Timeline:
Please write date where appropriate. Circle yes/ no questions.

Class Proposal:

Proposals are due on April 15, July 1 or November 1 for the respective semesters.

¨ Sent electronically to curriculum@newfrontiers.org on ________________ (date)
¨ or submitted by hard-copy to ___________________ on ________________.
¨ Received response from Class Proposal Examiner on ________________
¨ Class Proposal Examiner confirmed classroom and/or equipment requested on ________________

Copies, Supplies and Equipment:

¨ Questions on making copies? Contact Curriculum Chair
¨ Supplies requested on Purchase Order ________________ on ________________ (date)
¨ Requested a microphone (audio/video equipment) on ________________ (date)
¨ Requested DVDs or CDs from Curriculum Inventory Officer (David Rodgers) on ________________

Actions Taken:

¨ Attended pre-Open House Curriculum Committee Meeting ¨ yes ¨ no
¨ Picked up gifts(s) for guest speaker ¨ Yes ¨ No
¨ Attended Open House ¨ Yes ¨ No
¨ Looked up class list on VicNet ________________
¨ Contacted class attendees on (if you want to)______________
¨ Included any problems and/or suggestions for next semester on the back of this page
¨ Completed and submitted form to the Curriculum Chair or Class Proposal Examiner on ________________

Revised: 10/13
IKON Office Solutions  
Management Services  
Mesa Community College

Acceptable documents that can be submitted for copying to the Copy Center online:
• Requests for Black & White and Color Copies of non-copyrighted material.
• Only MS Office Documents (i.e. Word, Excel, and PowerPoint)

Attach completed ticket with document and e-mail to:  
Copycenter@mcmail.maricopa.edu

Please be sure to complete all areas in RED
Submitted digital documents will be deleted once copies are made.

(The next 8 lines are in RED in the online copy. **This sample is for your guidance only.**)

Requestor's Name: Vladimir Dracula ___ EXT: 480 666-9999 ___ Building: Off Campus
Today's Date: 2/10/2010 ___ Date Job Needed: 2/16/2010 ___ Time Job Needed: 0:01 am
Will Pick-up: X
Confidential: NO ___ Part-time: ___ Full-time: ___ Deliver__
Call X
Copy Account #: ___ . Department Name: New Frontiers
Special Instructions:

<table>
<thead>
<tr>
<th>SIZE</th>
<th>PAPER</th>
<th>PRINT</th>
<th>PRINT</th>
<th>FINISHING</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 1/2 X 11</td>
<td>3 HP</td>
<td>X</td>
<td>ONE-SIDED</td>
<td>GBC BIND</td>
</tr>
<tr>
<td></td>
<td>WHITE</td>
<td>X</td>
<td></td>
<td>TAPE BIND</td>
</tr>
<tr>
<td></td>
<td>BLUE</td>
<td></td>
<td>TWO-SIDED</td>
<td>LAMINATE</td>
</tr>
<tr>
<td></td>
<td>GREEN</td>
<td></td>
<td></td>
<td>SHRINK WRAP</td>
</tr>
<tr>
<td></td>
<td>YELLOW</td>
<td></td>
<td>COLOR COPIES</td>
<td>CUT</td>
</tr>
<tr>
<td></td>
<td>PINK</td>
<td></td>
<td></td>
<td>FOLD</td>
</tr>
<tr>
<td></td>
<td>ASTROBRIGHT</td>
<td></td>
<td></td>
<td>PAD</td>
</tr>
<tr>
<td></td>
<td>CARDSTOCK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TRANSPARENCIES</td>
<td></td>
<td></td>
<td>COLLATED</td>
</tr>
<tr>
<td></td>
<td>OTHER</td>
<td></td>
<td></td>
<td>UNCOLLATED</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>STAPLE X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Clip</td>
</tr>
</tbody>
</table>
Guidelines for Facilitators for Non-Member Guest Presenters  Sept 2013

1. Attend the scheduled Curriculum Committee meetings for any updates during the semester, to bring ideas, suggestions, problems etc. and to meet other facilitators. Open House plans are made in Jan and Sept meetings, also training is provided.
2. Call or e-mail the presenter and introduce yourself, confirm the class, date, time and room number. Discuss introduction and needed. The Guest Speaker Coordinator will provide you with the class proposal form with contact and bio information.

3. Check out your assigned room and make sure the room has the equipment needed by the presenter. **If you do not know how to operate the equipment, contact the media center 480-461-7687 for Dobson MCC and make an appointment a couple of days before class to learn how. If you know someone who knows how, ask them to help you.** (Every member has a mcc.edu email address. Just set up the account with a password so you can enter in on the college computer and SIGN OUT when you are through.) There are instructions on the computers. If the presenter brings their own lap top, they only need to plug it into the projector. **If the MCC computer is used, make sure the computer is logged off after class.** If a microphone is needed contact the media center at least a week before your class.

4. Please attend the Open Houses (September and January at MCC Downtown Center, 4th floor) to answer any questions about the course.

5. If you want, a few days before the class, call or email all of the enrollees to remind them of the class start date. See the instructions for Facilitator’s Use of VicNet System.

6. Copying can be done by you at the MCC Dobson copy center, or at the Community Ed. Office, DTC Room 208 or any machine on campus that has a key code box using the NFLL code (call the Curriculum Co-Chair for code number). If a large amount is required (over 50) it’s best to ask the Copy Center (IKON on the Dobson Campus) to print them. Fill out the order sheet and be sure to write in the lower left hand corner of the copy order sheet “Please indicate the cost of the order.” After you pick up the copies, give a copy of the order sheet to the Chair or Co-chair. If you are computer savvy, you can order copies on line. Go to [www.newfrontiers.mesacc.edu](http://www.newfrontiers.mesacc.edu) where you will find the form and instructions in the Facilitators Handbook.

7. After the session(s) is done, submit the number of enrollees and the number of actual attendees - (no names required) to Charlie Barry, Statistics Officer for Curriculum Committee mandcbarry@msn.com. (including non NFLL members) for the annual report and for MCC stats.)

8. Keep track of your volunteer hours dedicated to the Curriculum Committee for the fiscal year, July 1st to June 30th, and give to Charlie the number of hours by June 24th in order for him to prepare his report for MCC. This does not have to be itemized, just an approximated figure will do.
9. It has been suggested that the facilitator provide a bottle of water for the presenter at the first class.

10. A thank you gift and card is given to the guest presenter. Gifts are available for pick-up at the Sept and Jan Curriculum meetings or at Open House from Lucille Houston, Gift Officer.

11. If there is a last minute room change for your class, please put a sign on the original room stating where the new location is and a sign on the new door. Remove the signs after class. If a class is cancelled, call or email a notice and put a note on the door.

12. If a microphone is needed, please contact the media center Southern & Dobson Building: AS/4 - Breezeway P: 480-461-7217 HelpCenter@mesacc.edu several days ahead of your class and ask them for help.

13. If, on the presentation day, the classroom is locked: Call Security 461-7046 at the Dobson & Southern Campus. For DTC: go to Continuing Ed. Office Room 208 and let them know or phone 461-7493. DTC Emergency or security: 461-6116.

14. Presenters are not to solicit business or sell products during their presentation. If students want to follow the presenters to their cars to purchase goods or services, that is up to them. Presenters can leave business cards at the rear of the room.

15. If you need supplies for your class, please request these items at least a month in advance. There is NO REIMBURSEMENT for items you purchase without prior coordination.

16. If you run into problems, please call the Curriculum Committee Co-Chairs first and NOT the Downtown Center Community Education Office.