



## **Curriculum Committee**

**Title:** Fee for NFLL class or activity

**Purpose:** Provide consistent guidelines for activities that require reasonably priced fees

**Scope:** To be used in creating the class or activity description and in communications. The non-solicitation policy will be adhered to related to class or activity fee.

### **Instructions:**

1. Any class or activity, such as creating an item like wreaths or jewelry or taking piano lessons, that requires a textbook or materials should clearly state in the class description the specific fee for the textbook or materials used for the class.
2. The materials will be made available to students on the first day of class.
3. Any fee will be paid at the beginning of the class for the materials needed
4. Class participants have the option not to purchase the textbook or class materials and just observe the activity, if this is appropriate for the class. (Piano lessons would be an example of a class that required the book in order to participate)
5. If the class participant chooses, he/she can purchase the required textbook and/or class material prior to class and bring it for use during class. If this is an option, the instructor should provide the specific list of items needed to the participants via the facilitator prior to the class.
6. If the instructor has material which is pertinent to the class and would be of benefit to the class participant and the instructor wants to charge the class participant for the material, then it should be stated in the class description that optional material pertinent to the class will be available for the specific amount.
7. The Chair of Curriculum Committee should approve the class prior to scheduling.
8. The NFLL policy for non-solicitation will be strictly adhered to.
  - a. Instructors may not solicit any business unrelated to the course activities and may only provide and accept fees for items directly related to the class.
  - b. NFLL members attending a class requiring a fee may choose not to provide the instructor with their name or contact information, unless they chose to do so.

**Revision description:** (A brief description and date of the latest revision.)

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**Approved:** October 8, 2018