

Lead teacher requirements for CBA associated OLLI courses

1. All communications with OLLI go through the CBA “OLLI liaison” (currently LJN). Please coordinate all necessary OLLI related communications with the “OLLI liaison”. **Lead teacher will be responsible for making sure these are done in a timely fashion.**
2. Teach all classes or organize teachers for all sessions in “your course”. Teachers used must be approved by the EC (CBA Education Committee).
3. Cover all material in the text chosen for this course by the EC (currently ACBL’s Bridge in the 21st Century, Bidding or Play).
 - Lead teacher should contact the ACBL at <http://www.acbl.org/teach/life-long-learning-bridge-program-supply-request-form/> to order texts and related materials (for all expected students at least 3 weeks before day1 of the course).
 - a. submit notification of class & book request at <http://www.acbl.org/teach/life-long-learning-bridge-program-supply-request-form/>. [could also obtain from Stephanie (stephanie.threlkeld@acbl.org)]
 - b. If you need to, you can call Stephanie Threlkeld at [800-264-2743](tel:800-264-2743) or email at stephanie.threlkeld@acbl.org.
4. Lead teacher should keep weekly attendance throughout the course, and this info should be available in spreadsheet format to the OLLI liason and the EC upon request at any time.
5. Lead teacher **should apply for grant money (currently \$350) from the ACBL at the end of each course (see page 2!!!) – must be submitted within 30 days of course completion.** To do this, one must:
 - obtain validated attendance and course completion document from OLLI (email attendance to “OLLI Liaison”, who will then contact OLLI to get documentation from them)
 - fill out a W9 [could obtain from Stephanie (stephanie.threlkeld@acbl.org)].
 - fill out a grant request/stipend form, obtained from: <http://web2.acbl.org/documentLibrary/teachers/LLLStipend.pdf>
email this to OLLI liason, who will get document authorized and returned to you. Then you need to submit this authorized form to ACBL at education@ACBL.org in order to receive stipend.
6. Obtain course evaluation from the OLLI students at the end of the class, asking specifically about each teacher (teachers, not assistants!) involved in the course in addition to other input. A summary of this should be made available (digitally preferred) to “OLLI liason” when class is completed.
7. Communicate with “Assistant Coordinator” (currently Lorna Davis) if you wish “assistance getting assistants” to be sure you have adequate helpers for each class (free play for 1 assistant if ≥ 10 students, for 2 if ≥ 20).
8. Obtain “free plays” from CBA treasurer with which to “pay” scheduled assistants. Each free play should have name of recipient on them before given out.
9. Contact Club Manager (currently Mike Lipp) to request that specific boards are made up for class, if you wish to use them.
10. Be responsible for having classroom set up for students, and cleaned up after students. All materials related must be kept in designated OLLI 101 and 102 bins in supply room when not in use.
11. Collect \$\$ for extra texts and Finger tip Guides sold to students Inventory to be coordinated with club manager (\$1 for fingertip guide, \$15 for text books).
12. Obtain ALL materials desired for class. Fingertip Guide (Hansen), Name tags, pens for writing on board and erasers can be requested from the club manager. Laptop and powerpoint connections are available and can be requested from the club manager.

From the ACBL website at <http://www.acbl.org/teach/life-long-learning/>

The ACBL's Lifelong Learning Program is designed to introduce the game of bridge to adults age 50 or older through continuing education programs offered through **colleges or universities**. Sponsored by the ACBL, this program includes teacher stipends, textbooks and other materials for your classes.

ONE MONTH BEFORE YOUR FIRST CLASS:

Once you have a good idea about the number of students, you can request supplies by clicking the button below.

Receive Supplies

Upon receipt of your email, you will be sent the following items:

- Bidding in the 21st Century Teacher Manual; Qty (1) for the teacher
- Bidding in the 21st Century Book; Qty (1) for each student
- Bidding in the 21st Century Playing Cards; Qty (1) for every table or every four students

DURING CLASS:

Use of Teacher Manual/Books

There is no requirement on the number of lessons that need to be completed in your class. Some classes move faster than others. These books are meant to act as a guide and to give a structure to one method of teaching bridge. Feel free to try different timelines if you think it would suit your class. We would be particularly interested in hearing about new approaches that are successful.

AFTER COMPLETING YOUR FINAL CLASS:

Teacher Stipend*

You can qualify for a stipend if you are not getting paid more than \$150 by the school or other agency for your time. For every class of at least eight students who receive 16 or more hours of bridge instruction and play, you qualify for a \$350 stipend. If multiple classes are held, each class will need a **separate** form listing dates, times and students of that particular class. ACBL will pay up to five (5) stipends per college or university per semester with a maximum of 10 stipends per college or university program per calendar year.

To qualify for the stipend, the following must be complete:

- ACBL membership dues must be current.
- Completed W9 on file with the ACBL, if teaching in the U.S
- Completed W-8BEN form if teaching in Canada
- Completed ACBL Teacher Stipend Request Form, signed by **school administrator**
- Paperwork must be submitted within **30 days** of class completion

All stipend documentation can be scanned and emailed to education@acbl.org . Alternatively, the documentation can be sent to:

Education Department, 6575 Windchase Blvd, Horn Lake MS 38637

Stipend requests should be signed by the authorized school administrator and sent within 30 days of the completion of the class. Requests will not be processed prior to the end of class date. Upon receipt of all appropriate and complete documentation, a check will be sent to the home address of the teacher within a few weeks.

*Teachers must be ACBL members to receive the stipend.

[Teacher Stipend Request Form](#)