ICL Guide for Course Leaders

- A Course Leader is strictly a voluntary activity with no compensation, although an honorarium based on the number of hours in the classroom may be given as a token of appreciation. Honorarium rates are based on the number of class sessions. A session is 2 hours on one day. One session is $50, 2 sessions are $100, 3 sessions are $150, 4 sessions are $200, 5 sessions are $225, 6 sessions are $250, 7 sessions are $275 and 8 sessions are $300.

- All expenses associated with class preparation are the responsibility of the Course Leader unless prior approval is arranged with the Curriculum Chair.

- Political/Religious/Charity Policy - ICL, including, but not necessarily limited to, its members, officers, executive board, course leaders, classes, seminars, publications, and advertising, does not advocate nor support any political, governmental, religious, or charitable agenda or policy and does not permit such advocacy or support in any ICL-sponsored activity.

- Commercialization Policy - The ICL classroom cannot be used for advertising or offering at additional cost any material, commodity, service, or instruction, or for promoting any business or other money-making endeavor, personal or otherwise, unless said advertisement, offering or promotion is directly related to the subject of the course then being offered, is identified as an option to participants in the applicable course announcement, and is approved beforehand by the Curriculum Chair.

- Mileage: ICL will pay mileage (48.5 cents/mile) to Course Leaders for travel in excess of 25 miles one way to lead an ICL class.

- A Class Coordinator will be assigned to each Course Leader and will contact the Course Leader before the first class to assess the teaching needs. The Class Coordinator will make sure that participants are properly enrolled, make any announcements and introduce the Course Leader at the first class.

- Copy Needs Please indicate your copy needs prior to class by contacting any of the contacts below. We will do our best to meet them. No Color Copies, Please.

- Transportation to off-campus locations is the responsibility of the individual class participants. ICL and YHC do not provide transportation and assume no responsibility for such trips.

- ICL reserves the right to cancel any course if an insufficient number of students register for the class.

- The Agreement to Participate is attached and must be read, understood and voluntarily signed by all Course Leaders in ICL activities. Please return the signed form to Bob Lachenbacher, Registrar.
Course Title: _______________________________ Phone #: ________________
Name to be displayed on Name Tag (if you need one): __________________________
Mailing Address: ___________________________________________________________
_________________________________________________________________________
Email: _____________________________________________________________________

Please check the Audio/Visual & Computer Equipment you will require.
Desktop PC with Internet __CD/DVD__ Overhead Projector __Other ________________________

YHC requires that all vehicles parked on the college campus display a parking permit issued by the college.
If you already have a permit do not fill this portion out.
If you do not have a permit please provide the required information for your vehicles.

Automobile 1: Make: ___________ Model: ___________ Year: ___________ Tag: ___________ St: ___________
Automobile 2: Make: ___________ Model: ___________ Year: ___________ Tag: ___________ St: ___________

AGREEMENT TO PARTICIPATE
Please Return Signed Form to Registrar

I am aware that participating in the activities of the Institute for Continuing Learning (ICL) can be dangerous and involve many risks of injury. I understand the dangers and risks may include serious injury, impairment to parts of my body, general health, or well being, or death. Because of the dangers of participating in the activities of ICL, I recognize the importance of following the Course Leader’s directions regarding techniques and training, and to obey such instructions.

In consideration of the ICL permitting me to participate and to engage in these activities, I hereby voluntarily assume and understand all risks associated with participation, and agree to exonerate and save harmless the ICL, Young Harris College, their agents, servants and employees, and the owner(s) and/or operator(s) of other venues occasionally used by ICL from any and all liability claims, causes of action, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in these activities.

ICL, including, but not necessarily limited to, its members, officers, executive board, course leaders, classes, seminars, publications, and advertising, does not advocate nor support any political, governmental, religious, or charitable agenda or policy and does not permit such advocacy or support in any ICL-sponsored activity.

ICL reserves the right to deny class admittance and/or cancel membership to any person whose conduct is deemed disruptive.

I certify that I have read, understand, and voluntarily sign this agreement.

Signature ___________________________ Date ________________

Contacts: Bob Langenbacher, Registrar - 706.379.2660 email: pblang@windstream.net
Art Frenz - 706.970.0397 email: art.diane.frenz@gmail.com

Revision 10/25/2012