

ICL

Course Leader Guide

- 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 hours up to the maximum of \$300.

Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
2	\$50	3	\$75	4	\$100	5	\$125
6	\$150	7	\$175	4	\$200	9 – 10	\$225
11 - 12	\$250	13 – 14	\$275	15 – 16	\$300	Over 16	\$300

- **Please remember, if you make \$600 or more during the year you will receive a 1099 Misc.**
- All **expenses** associated with class preparation are the responsibility of the Course Leader unless prior approval is arranged with the Curriculum Chair.
- **ICL is a program of continued learning for mature adults.** Since the curriculum is specifically designed for adults, **children are not accepted in the program.** Guests of a class member, who are 18 years and older, are permitted to attend a single session, provided such is approved by the class host and course leader.
- **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.
- A **Class Host** will be assigned to each Course Leader and will contact the Course Leader before the first class to assess the teaching needs. The Class Host 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 your class. Contact your class host or Art Frenz (706)970.0397 or Diane Frenz (706)970.0309. Only Black and White copies can be made at the YHC library, just indicate to the staff the copies are for an ICL class. **Please, No Color Copies from the YHC Library.**
- **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 the Registrar.
- The location of the classroom can be found on the ICL website <https://www.iclyhc.org/> under FAQs. The classroom is in the Brown Building, and it unlocked daily for YHC and ICL students

ICL Agreement to Participate and A/V Course Requirements

Course Title: _____

Course Leader: _____ 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 __ Other _____ USB Port _____ HDMI _____

If you have a digital presentation, it is suggested you bring it on a thumb drive. The ICL computer can project PowerPoint and PDF files. Bringing your own computer may present issues that cannot be easily resolved, and the thumb drive is a workable solution. If you do bring your own PC the thumb drive will provide a backup position.

If you do not have a permit and are teaching on campus, please provide the required information for your vehicles.

Automobile 1:

Make: _____ Model: _____

Year: _____ Tag: _____

Automobile 2:

Make: _____ Model: _____

Year: _____ Tag: _____

ICL and YHC require that every individual who participates in an ICL activity sign an Agreement to Participate. This form must be submitted to the ICL Registrar as an integral part of the course registration form.

AGREEMENT TO PARTICIPATE

1. 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 class leader's directions regarding techniques and training, and to obey such instructions.
2. 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.
3. 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.
4. ICL reserves the right to deny class admittance and/or cancel membership to any person whose conduct is deemed disruptive.
5. ICL is a program of continued learning for mature adults. Since the curriculum is specifically designed for adults, children are not accepted in the program. Guests of a class member, who are 18 years and older, are permitted to attend a single session, provided such is approved by the class coordinator and course leader.
6. I certify that I have read, understand, and voluntarily signed this agreement. If more than one individual is instructing a class, each individual must sign.

Signature _____ Date _____ SS# _____

Signature _____ Date _____ SS# _____

Please note: ICL is required by law to create a 1099 for instructors earning \$600 or more for the year. This requires your social security number (SS#).