

Class Preparation and Setup (Classes have varying start times, check your course roster for accurate start times)

Check-In table

- Hand sanitizer, masks, Lysol spray (disposable masks are free)
- COVID-19 Symptom checker with Instructor Script, neck gaiters for \$10
- Pen trays – clean and used
- Marketing and swag on table for students
- Cooler with water bottles and marked to prevent place back
- Greet students at check-in table, ask for verbal confirmation of COVID-19 symptoms (laminated symptom chart)
- If clear, have them sign Master Release Form

Check gear – if missing required gear, offer back-ups for purchase (price sheet). **If used, must be included in scanned paperwork**

- Helmet - \$40
- Gloves - \$10
- Ankle Guards - \$10
- Neck Gaiter - \$10
- Collect money before class is over, detailed on one receipt is acceptable

Master Release Form **Must be included in scanned paperwork**

- All students must sign before class
- Instructor must initial and date after all signatures collected

Course Registration Form **If used, must be included in scanned paperwork**

- One form ONLY for EACH under 18 or unregistered walk-in
- Walk-Ins without proof of registration (email or confirmation letter) MUST complete
- If student can show their registration for an upcoming class, do not fill out
- One-page with Notary information for under 18 years – **must be signed before getting on bike**

Course Roster **Must be included in scanned paperwork**

- Include bikes with issues and supply needs
- Include Student issues – left class early and reason, or dismissed and reason
- Props for Instructors or others

Accident/Incident Form **If used, must be included in scanned paperwork**

- Any Instructor can fill out and sign - No student signature or input from student
- Not all check boxes/ sections need to have something checked.

Skill Evaluation Form **Must be included in scanned paperwork**

- BLUE OR BLACK PEN ONLY
- All Instructors sign form after review of scores (check math)

Retest Form

- No longer handed out
- Inform the students the office will contact them to schedule a retest

Graduation Packets and Course Critiques - Debrief

- No longer handed out, students get critique and follow-up information in email
- Remind students completion cards go to registration address, contact office to another address
- **Hand out What's Next form at debrief**

Timesheets and Travel Vouchers **Can be included in scanned paperwork, or dropped at office**

- Get from each Instructor (possibly 2 each to scan)