

Setup and Paperwork Requirements for STAR Classes

Class Preparation and Setup

Check start time on roster, they are variable, please check

Check-In table

- Hand sanitizer, masks, Lysol spray (disposable masks are free)
 - Pen trays – clean and used (**marked**)
 - Marketing and swag on table for students (end of course)
 - Cooler with water bottles, and remind not to place back in cooler
1. Greet students at check-in table
 2. Put COVID-19 symptoms (laminated symptom chart) on clipboard
 3. Ask for verbal confirmation of COVID-19 symptoms
 4. If clear, have them sign the Master Release Form

Check gear – if missing required gear, offer back-ups for purchase (price sheet)

- Helmet - \$40
- Gloves - \$10
- Ankle Guards - \$10
- Neck Gator - \$10
- Collect money at that time or before class is over, detailed on one receipt is acceptable
- **If used, receipt must be included in scanned paperwork**

Master Release Form

- All students must sign before class
- Instructor must initial after all signatures collected
- **Must be included in scanned paperwork**

Course Registration Form

- One form ONLY for EACH under 18 or unregistered walk-in
- Walk-Ins without proof of registration (email or confirmation letter) MUST complete
- One-page with Notary information for under 18 years – **must be signed before getting on bike**
- **If used, must be included in scanned paperwork**

Course Roster

- Include bikes with issues and supply needs
- Include Student issues – left class early and reason, or dismissed and reason
- PROPS for Instructors or others
- **Must be included in scanned paperwork**

Accident/Incident Form

- Any Instructor can fill out and sign - No student signature or input from student
- **If used, must be included in scanned paperwork**

Skill Evaluation Form

- BLUE OR BLACK PEN ONLY
- Both Instructors sign form after review of scores (both check scoring summary)
- **Must be included in scanned paperwork**

Retest Form

- **No longer handed out**
- Inform students they will have a retest available for them, **the office will contact them** about a retest schedule at the phone number on the registration

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 if need to change
- **Should be mailed very quickly from the office**
- **Hand out What's Next at debrief**

Timesheets and Travel Vouchers

- Each Instructor may have both or include with paperwork from A position Instructor
- **Can be included in scanned paperwork, emailed separately, or dropped at office**