

# **Organizing and Running a Class at Makersmiths**

v.3.0

## Overview

One of the key ways that Makersmiths or any other maker space attracts and retains members is through educational classes, workshops and events of many different types. Classes can be small or large, run over one night or multiple weeks and result in transfer of knowledge or some physical object being created. There are a wide variety of interests in the Makersmiths and wider community - from arduino to woodworking and classes that combine both. If you have a project or passion that you think others would be interested in, please consider teaching others that project or skill.

## Class Ideas

- Is there something that you've made for your own home, car, boat, office etc. that you think other people would like to make for theirs?
- Is there a piece of software or a coding language that would help makers in pursuing their own projects?
- Are there basic maker skills that would help makers in their other projects or help members make more use of the spaces Makersmiths provides?

## Overcoming the fear of teaching a class

If you are not an experienced presenter, you may want to consider co-teaching the class with another member who has experience teaching classes, courses and/or workshops. This is the best way to learn about planning, presentation, and concluding a session.

Consider teaching a class for the first time for free to a small, select group of Makersmiths members. If you aren't sure about your class outline, whether or not you have allotted enough time, that the flow is right, or any other concern, ask around the club and there will almost certainly be people willing to take your class in exchange for feedback. Think about whether you want someone with knowledge of the subject matter to attend so you can get knowledgeable feedback, or someone who is an absolute beginner in whatever skill/project you want to teach so that you get feedback on whether or not they could keep up with your material. Both can be equally important.

Practice on your own. Make the thing you're planning to teach people to make a few more times yourself. In doing so you will have examples to show, or present the session as if you had an audience a few times to increase your confidence in the class material.

## Planning to Teach

What is the goal of the class?

The most important part of preparing to teach any class is being clear about what the outcomes for the students in the class will be. The answers to these questions should also form the basis of the class description to get people interested in the class.

- What is the goal of the class?
- What do you want people to know and be able to do by the end?
- What do you want them to leave with when they complete the class?

## Preparing a Class

With the end in mind, you can start preparing the class itself. This will vary widely from class to class. If you haven't run a class before, consider these questions as you prepare class materials:

- Is this a lecture or hands on class? How much interaction should there be? How will the class flow between lecturing and hands on activity?
  - Depending on the research you read, even adults don't listen well for more than 20 minutes at a time so consider interspersing hands on activity with discussion/lecture.
- What procedures or order of activities will occur?
  - Is there a preferred order when teaching the skills?
- How long will it take to teach the skill or produce the project?
  - It's worth allowing more time than you initially think you need unless you've run the class before and know exactly how long it will take.
  - Should this be a one time class or broken into two or more parts?
- What amount of space do you need to run the class? Will you just need the classroom in Leesburg or the entire woodshop area in Purcellville?
- What level of skill is required for the class?
  - Are there prerequisite skills required or is it truly a beginners' class?
  - Do you need to do a quick or comprehensive safety lecture/demonstration at the beginning of the class?

- Are there tools that will be used that some or many people in the class have not used before?
  - Are there terms and jargon associated with the class that your students may not already know?
- What materials are required and what is the cost of those materials?
  - Will those materials be provided within the class fees?
  - Are there any materials or tools (including laptops with software installed) that attendees need to bring with them?
  - Should attendees bring their own safety gear?
  - Do attendees need to bring their own laptop?
- What is the cost of your time to run the class and will you be donating that time to the space or taking an honorarium for your instructor time? More details on this below.
- How much will attendees be willing to pay to take the class?
  - You can check Loudoun's Parks and Rec class fees, Woodcraft class fees, or search out pricing for other makerspace class fees for an idea of what others are charging.
- What date do you want to run the class? Is it over a weekend or on a weeknight?

## Providing Follow Up Materials

- Provide handouts
  - If paper handouts would be helpful during the class, there is a printer available for use in Leesburg, though there may be a fee associated depending on number of prints that needs to be included in class costs.
  - If you are teaching a class that involves a machine (CNC, table saw, metal brake etc.) consider providing a handout with tips and tricks on how to use that machine after the class when the student doesn't have the instructor around.
  - Consider using Google documents since Makersmiths has its own non-profit Google domain and Google tools are available to members with a Google account. See a member of the Scheduling Committee for details.
- Share presentation material.
  - Again, Google tools such as Sites and Slides can be used. When creating a Google document (a form, Site or Slideshow) that you share with your students, provide them with the URL. It will stay the same even if you amend the document so you do not need to resend the URL to your students if you make changes.

- Further training links
  - Create a list of URLs that contain follow up information and next steps training, or videos such as Youtube links.
- Videos - As a Google user, you can create your own videos and send them to Youtube to share publicly or privately with others.
- Since we are a makerspace, your students will want to know where to buy more materials for their projects.
- Possible follow up classes. This is particularly important when planning for a course that requires more than one class session.

## Class Logistics

### Scheduling The Class

Scheduling any class requires at least two weeks notice. This is important so that advertising about the class can reach members and non-members with enough time for them to sign up. Instructors should first check the Makersmiths calendar at: <https://makersmiths.org/events> to see if there are other events on the same night or potentially in the same space that you need for your class. Once a suitable date is found, the instructor can contact the Scheduling Committee and propose a class by filling out an electronic form available through the following URL: <https://makersmiths.org/Events-&-Classes-Requirements>. Associate members can teach classes, but keep in mind, a full member must be present in the space to let you in and close the space.

### Information Needed to Create the Class

- Who is the instructor?
- What is the instructor's email?
- What are you proposing?
  - Class (an instructional session that occurs one time)
  - Course (consists of multiple class sessions)
  - Workshop (make and take activity)
  - Event (this could be a meeting, a work day, a social event, etc.)
- What is the title?

- Where is the location?
  - Leesburg
  - Purcellville
  - Other (specify in notes section)
- What room or part of the facility will you need?
- What is the limit to class size? Is there a minimum class size?
- What is the start date?
- What is the ending date?
- If this is a course, list the dates and times of all the class sessions. If this is a class that meets one time, skip this item
- What is the start time?
- What is the end time?
- Write a description that tells what will happen.
- What is the registration cut off date?
- What is the price for full members? What is the price for associate members if it is different from full members.
- What is the price for the general public?
- Upload a horizontal image that reflects the course. Best size is 1200x628 pixels (about a 2:1 ratio)
- What do students need to bring to the class? (ie. equipment)
- What skill level will be required?
- What will be provided to the students? (state what students must purchase or what instructor will be providing)
- Will you be taking an honorarium?
- Notes- add any pertinent information that will help us advertise this.

## **Advertising The Class**

Once the class request form is complete, a member of the Scheduling Committee will get back in touch with you to confirm the requested date and time. Once the event is scheduled, a member of the Scheduling Committee will build it in Wild Apricot ([www.makersmiths.org](http://www.makersmiths.org)- seen on the calendar via Classes and Events). The committee will also promote it on Meetup and Facebook.

## **Communicating With Attendees**

You will be set up as the course instructor within Wild Apricot and will receive an e-mail when an attendee registers, cancels or has other activity related to the class with the attendee's details including e-mail address. If you need a full copy of the attendee list sent to you, speak with a member of the Scheduling Committee.

## **Class Registration Cut Off**

It's a good idea to cut off class registration far enough in advance for you to acquire the necessary class materials and prepare any documentation you may need for teaching the class (such as a handout, slideshow or a Web site). You'll be best off by pulling documentation together before filling out the class request form on the Makersmiths web site.

## **Class Fees**

You are free to charge as much or as little as you would like to run a class, but we ask instructors to set fees that reflect Makersmiths non-profit status and make classes accessible to as many people as possible. At a minimum, there is an expectation that if you run a class at a Makersmiths facility that some of the class fee revenue goes to Makersmiths. Class fees can be broken up into four areas: fee for using Makersmiths space, fee to the instructor for their time, fee for one time use materials, fee contribution towards durable/reusable materials, machines or hardware.

### **Fee to Makersmiths**

Makersmiths should receive a portion of the class fees to cover use of tools and the space. This can vary from class to class, but for classes where a fee is chargeable and the class is held at a Makersmiths facility, Makersmiths should receive at least \$10 per person, per class out of the total fee. Fees to Makersmiths helps cover general building maintenance, machine maintenance, power and other costs. If running a multiple day class, Makersmiths should receive \$10 per person for each day of the class.

While \$10 is a minimum, instructors can choose to charge more, especially if a lot of the Makersmiths facility is going to be taken up, or the space is going to be taken up for an

extended period of time. For example, if a class is going to take up the entire woodshop, for an entire day, the fee to Makersmiths should be higher to compensate for the fact that other members cannot use the space. Makersmiths may review the portion or value of class fees that go to Makersmiths from time to time, set a new minimum, set minimums per room or machine, or make changes to this policy in the future as the use of the space grows.

### **Fee to the instructor - Honorariums**

Instructors are encouraged to “pay it forward” and not take compensation for teaching. However, Instructors that would like to be compensated for teaching classes should follow these guidelines:

- They are a full member in good standing and current on dues.
- They notify the board of directors and treasurer before classes are scheduled that they would like compensation.
- The instructor is required to provide a current W-9 form if the instructor is to be paid by Makersmiths for anything other than reimbursement of materials from class fees.
- They will split the class fees (after class supplies and other charges) with Makersmiths 50/50.
- Makersmiths will follow the IRS rules on compensation. An IRS 1099 will be issued at the end of the year for those that meet the minimum requirements. Instructors are not employees of Makersmiths and no taxes will be withheld. The board of directors can modify this policy on a case by case basis.

### **Fee for one time use materials**

Makersmiths does not front money for class materials. If one-time use materials are included in the class fees, the purchase of those materials can be completed in one of two ways:

- The instructor purchases the required materials and submits receipts for reimbursement. This works where the instructor is able to front the money and where class materials are and can be purchased within a day or two of the class.
- Class fees are collected up-front, class registration is cut off, then the materials are purchased out of the already collected fees. Receipts will still need to be collected.

Where materials are included in the class fee, they should be separated out from the other fees in the class advertisement and specified as non-refundable in the event that an attendee cancels after a specified date. This helps avoid the instructor or the club being out-of-pocket in the event that an attendee needs to cancel their attendance after the class materials have already been purchased.

## **Fee for durable/reusable materials, machines or hardware**

Makersmiths needs new equipment to further its mission but may not always have the up front capital to purchase the equipment. Classes are one way to support the purchase of new equipment when Makersmiths is unable to front the money for the new equipment.

All re-usable materials, machines or hardware should be covered either by the fees charged in the first class, or spread out across multiple classes with the equipment remaining in the instructor's possession and the property of the instructor until the instructor has been fully reimbursed, at which point the equipment becomes the property of Makersmiths. Because the purchase of durable equipment by an instructor for reimbursement potentially creates a financial liability on the part of Makersmiths, all purchases must be approved by the Board.

Reimbursement will be made one time, in full, after all class fees to cover the equipment costs have been collected, unless otherwise agreed by the Board.

Example: John wants to purchase a mug press for use in mug making classes, which will later become the property of the club for any members' use. John provides the Board a description of the equipment to be purchased, the total maximum cost of the equipment to be purchased, and requests the approval of the Board to make the purchase. Following approval, John purchases the mug press with his own funds and offers classes on its use to generate funds to pay for the machine. Once class revenues received by Makersmiths (minus any honorarium, or materials fees) exceed the purchase price, reimbursement for the mug press is made to John and the mug press becomes the property of Makersmiths.

## **Refunds**

Class refunds are at the discretion of the instructor but can be overridden by the board in exceptional circumstances. Refund requests are why it is important to separate out class materials from Makersmiths and instructor fees, and it is good practice to separate out the materials fees from the other fees so that the instructor is not out-of-pocket for materials fees.

- Unhappy with the class - If a student is being reasonable and doesn't ask for a refund every time they take a class, a refund of at least the non-material fees should be given. Full refund is at the discretion of the instructor.
- Couldn't attend the class - If the cancellation is made after the registration cut off date, then a refund of the non-material fees should be given. If the instructor receives notification of cancellation before the registration cut-off date or before the materials have been purchased, then a full refund should be given.

Contact the treasurer ([treasurer@makersmiths.org](mailto:treasurer@makersmiths.org)) to initiate a refund.