

The Responsibilities of a FSW Class Coordinator

1. Find 7-9 potential students interested in taking a four-day FSW class; however, the F301 requires 7-8 students. Collect the tuition from the students and mail them to **Pam Tischler, 4516 Barwyn Court, Plano, TX 75093**. **The checks should be made payable to the NAWCC and have the student's NAWCC membership number written on the check.**

Non-members are more than welcome to take the FSW courses; however, we charge them an extra fee equivalent to the NAWCC membership. An example would be if the FSW class cost \$300, and the NAWCC Membership fee was \$70, then it would be \$370 for a non-member. Usually, the student joins the NAWCC. All four-day clock and watch courses are \$300 with the exception of the F201 and F202 (Lathe Courses) which are \$325.

We now have **weekend or two-day courses** which are the F500, F501, F502, F510 and F511. The courses cost \$200 for the two days and require a minimum of 8 students.

Tuitions are due three weeks prior to the first day of class. If I do not have the tuitions on time, the class will be canceled so that students and instructors traveling from out of town or state will not be out any expenses. Receiving the tuitions on time allows me time to send the students a packet with the following: Course Overview and Outline, Student Required Tool List, Suggested Reading Material, Distributors of Horological Parts, Tools and Books as well as a Roster of all the students participating in the class. Certificates of Completion are also ordered from Headquarters with the Chair's signature for the students.

Since the FSW Program is now sending all mailings electronically, it is up to the Coordinator to provide the Administrator a working email address for all students. If one does not have email, then I will mail them a hard copy. Once the material has been sent to all of the students as well as the Coordinator, the Coordinator should verify with the students that they have received the material. Sometimes students hit the "delete" button not realizing what is in the email pertaining to the course. This has happened several times. I request that students let me know if they have received the material; however, few respond so I am now requesting that Coordinators help with this issue.

2. **Locate a facility to have the class.** The FSW Program does not pay for the facility so either the Chapter does or perhaps you can find a place where there is not a fee. Some Coordinators have used a school, church, a friend's garage, sun porch, office building space and then one Chapter charges the students an extra \$35 to pay for the facility. If you do the latter, make sure they pay you not me.

You will need to have access to running water, and room enough for each student to have at least a six foot table with four six foot tables for the instructor.

3. **Decide on four consecutive days you want to have a class or two if it is a weekend course** and let me know so that I can see if we have an instructor available. You may choose any four consecutive days like Monday - Thursday, Friday thru Monday, Wednesday thru Saturday, etc. Some Coordinators give me a couple of four-day dates so the instructor can choose the most convenient time for him depending on his schedule.

4. **Once the dates for the class are determined, I will put them on our Web Site as well as in the Mart if the timing is right.** This will help advertise for your Chapter! Occasionally potential students contact me when they have seen the course on the Web or in the Mart and I will refer them to you. I would recommend you give yourself four-six months to plan and organize a course.

5. **One of the hardest things about being a Coordinator is collecting the tuitions.** People will say they are interested until it is time to pay. A Coordinator that I am working with right now was afraid he would not be able to meet the minimum requirement of 7 students and now he has nine students with a waiting list. He asked for the tuition once a student said he wanted to take the course...That way there was a commitment. You have to decide what will work best for you.

6. **Do not forget the Coordinator Incentive Program! If a Class Coordinator gets eight paying students for clock courses, then his/her tuition is free as the ninth student. The F301 would only require seven paying students for a Class Coordinator to participate in the program as the eighth student. In order to participate in the CIP with the two-day courses, one must have 9 paying students and then the Coordinator gets in free as the ninth student.** This is a way of saying "Thank You" for all of your efforts. As a Class Coordinator, one may take the courses over and over or else have a ninth (eighth for F301) paying student.

7. **Outplacement Policy:** The Education Committee has agreed once again to try an Outplacement Policy for one to place out of the F101 Introduction to Basic Time and Strike...The American Kitchen Clock Course. The policy will consist of the potential testee disassembling an American Kitchen Clock movement, cleaning the movement, and repairing anything broken. The testee will also be required to take a written test with approximately 20 questions. Once completed,

the movement and test will be mailed to a designated instructor. The written test and movement will be evaluated, graded and returned back to the testee with a pass or fail grade. The cost will be \$200 with no refund for a failing grade. This will become effective November 1st, 2005. Contact Mike Dempsey at mike@clocksandthings.net about the Outplacement Policy if you have any questions.

Pam Tischler
FSW Administrator

Revised 10/15/10