**Academy for Lifelong Learning**

**Volunteer Instructor Guidelines**

Thank you for sharing your time and expertise with our senior community. To keep our classes welcoming and consistent, please review these guidelines:

**1. Purpose of Our Classes -** Our volunteer-led classes are **educational and community-focused**, providing seniors a chance to learn, engage, and connect in a supportive environment.

**2. Marketing and Solicitation -** To maintain a non-commercial learning space:

* Class materials and discussions should **focus on educational content only.**
* Do **not include promotional materials** for personal businesses, programs, or coaching.
* Do **not collect participant emails** or add them to mailing lists without consent.
* If someone asks about your services, you may share your information **privately after class.**
* You may leave your business card on a table at the end of class for participants to take if they’re interested.

**3. Handout Printing Guidelines -** We provide printing for class materials within these limits:

* Up to **4 pages** (2 double-sided sheets) per class, printed in **black and white**.
* Content must be **class-related only** (no promotional content).
* Please submit materials at least **1 week before your class**

**4. Communication and Respect**

* Keep communication with participants **focused on class topics** unless they specifically ask for more information.
* **Respect participant privacy** and do not share their personal information.
* Notify us promptly if you need to cancel or reschedule.

**5. Our Commitment to You -** We value your contribution and will support you with **classroom space, printing within guidelines, and basic logistics** to help your class run smoothly.

**Thank you for helping us create a positive, inclusive learning experience for our seniors!**



For questions or clarification, contact:

Amy Duval and Donna Gusman-Marsh

Lone Star College-CyFair, Academy for Lifelong Learning

Office: HSC1 (Building 9) Room 117-P

Telephone: 832.482.1067

Email: cf-academyforlifelonglearning@lonestar.edu