

Please educate the instructors on the need to train assistants especially those who will become instructors on the importance of sending complete class information to me at course completion.

I keep records of class pay and seminar credits for each class and then pay the class credits in club dollars and send seminar credits to Joan Digilio. The club dollars are put in your folder at front desk and seminar dollars are paid to you by Joan when you plan on taking a seminar.

When sending your class hours to me please include: class name day of week staff names of instructor and assistants I will pay full dollar amount unless you specify differently ie. \$100 could be 60/40 or 80 +10+10 Please be prompt in sending ending class info to me.

Thank You Ralph Orlando