

CTLE Committee

1. Someone to receive and confirm via email registrations for workshops. The registrations come in via a form filled out on the website. All contact information is provided by the registrant. This role is to organize this information into a spreadsheet that will be shared with the rest of the CTLE team. Also send a confirmation email to the registrants letting them know we have received their registration. Constant contact with registrants and instructors.
2. Someone to send out reminders of their registrations, 1 week before each workshop, and a day or two before, including directions and instructions for entering the location or for linking to the Google Meet. You would need to contact the instructors ahead of time to find exact locations/parking/room numbers and any supplies needed. This role would also be the main contact for cancellations, up until the start of the workshop. Unfortunately, we get cancellations right up to the start, if not during the workshops. Sometimes, we hear nothing and the registrant does not show up. As frustrating as this is, it is a reality of CTLE workshops in many organizations. Also send out evaluation to attendees after class.
3. Someone to create separate CTLE Workshop certificates, as PDF's for each attendee, recording the CEU hours on each certificate and then emailing this uneditable document to each attendee. The generic certificate is pre designed by another volunteer, you just need to make/title a new copy for each workshop, fill in specific information for each workshop with workshop title, date, hours, location, attendee name, etc. This will be recorded on the attendance sheet, which will be shared with you after the completion of the workshop. *this person needs to also share/maintain records of completed attendance of each workshop, and confirmation of attendance and certificate for SCALA records. Occasionally, we have teachers reach out long after the workshops and need an additional copy or verification of attendance.*
4. Someone to create a simple attendance Google Form for each virtual workshop, post it multiple times, in the chat, during the opening of the workshop, and keep track of who is in attendance during the workshop. This might require you to post the link to a specific attendee, in the chat. Repeat this process toward the end of each virtual workshop with an Evaluation Google Form. It is possible that you might have to send this link to an individual attendee who left early or who did not fill out the night of the workshop. If the workshop is in person, maintaining the sign in sheet, making sure all attendees sign in, and recording anyone who leaves earlier than the last 15 minutes. *After each workshop, virtual or individual, you also need to manage/share the sign in/attendance & share these documents with the volunteer who is sending out certificates.*
5. Reach out and find art opportunities for classes. These may include venues like The NY Botanical gardens, local museums, out east events and venues. Look for local art exhibitions. Creating and maintaining contact with these organizations for future classes and endeavors so that we may enjoy their exhibits or run classes or have art exhibitions in their gallery space.
6. Help to schedule proposals in May for next year's brochure. Have a calendar made and ready to be filled in with approved proposals. Contact instructors and let them know their proposal has been approved and have them sign appropriate forms, or let them know it was not approved.