

Course Instructor Guide

If you receive a notice from the Center that the program is approved, first read the following General and Deadline Information and then complete and submit a Course Information Form:

General Information on HACC courses

- Please provide the dates/times of your class on the Course Information form.
- Once your class has been approved, you have decided to make a commitment. Please do everything you can to stick with these dates/times selected.
- All instructors must provide a W9
- The Holmen Area Community Center will add a fee onto the class cost per student to cover our costs. We want to provide quality programs at affordable prices for the community.
- A minimum number of participants is required. If the minimum is not met, the class may be cancelled. Please [review our policies](#). We cannot guarantee that people will sign up for the class.
- Courses will be promoted via the HACC website, Facebook posts and/or in future marketing mailings. We will print a program listing for handout at the Community Center for visitors.
- Program information must be sent to the coordinator by the posted deadlines (or before) in order to allow ample time to schedule and promote the class.
- Some descriptions or bios may be edited based on space. If edits are made, we will do our best to communicate these edits with the instructor.
- The Holmen Area Community Center will determine placement of classes based on space.
- Instructors will provide a list of supplies needed on the Course Information form.
- Instructor will provide set up information on the Course Information form.
- The Holmen Area Community Center will handle all registrations and collection of money.
- Program Coordinator will send a roster to you on the registration deadline of your program. At this point, it will be decided if the class is going to be cancelled or if it will be held, depending on if the minimum number of participants is met. We must wait until the registration deadline to cancel any programs.
- Program Coordinator will confirm the room location with you ahead of time so you can plan accordingly.
- Please check in at the front desk when you arrive to the building.
- A waiver must be signed for all participants. Please check in with HACC staff.

Deadline Information

- Dates/Times are not guaranteed and may need to change based on facility availability
- All required information is due by the following deadline:
 - Spring Courses (Mar.-May) – Feb. 1
 - Summer Courses (Jun.-Aug.) – May 1
 - Fall Courses (Sep.-Nov.) – Aug. 1
 - Winter Courses (Dec.-Feb.) – Nov. 1