



**ALFA**  
**Board of Directors**  
**HANDBOOK**

**2011**

**ALFA's Mission**

**ALFA provides an opportunity for lifelong learners  
to meet and share interests in an informal setting  
and pursue learning for enrichment and personal growth.**



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Note: A list of current officers and board members together with telephone numbers, addresses and E-mails will be appended to the Handbook each Fall.



# ALFA

**ALFA** (Adult Learning in the Fitchburg Area), founded in the Spring of 2004, is a lifelong learning institute that serves adult learners in Fitchburg and surrounding communities. ALFA is sponsored by the Office of Academic Affairs and the Office of Graduate and Continuing Education at Fitchburg State University.

## FOUNDING MEMBERS OF ALFA

Beatrice Adams  
Cathy Canney  
Barbara Chaplin  
Andrienne Clark  
Philip Fallon  
Edmund Frederick  
Pat Frederick  
Norman Fredette  
Anne Johnson  
Connie Larrabee  
Jean Miller  
Beverly Mulholland  
Thomas Mulholland

Jane Murphy  
Karen Pick  
Shirley Pick  
Harry Semerjian  
Marc Speiser  
Mary Lewis Thorne  
Stephen Thorne  
Sally Tracy  
Sherry Tuck  
Shirley Wagner  
Peggy Weaver  
Mary Whitney  
Muriel Ross

## ALFA'S BOARD

ALFA is governed by a **Board of Directors**, which includes the following:

- A five member executive committee
- A Fitchburg State University liaison
- Advisory members, primarily, but not exclusively, committee participants.

## ALFA COMMITTEES

Executive:	President, 1 <sup>st</sup> Vice President, 2 <sup>nd</sup> Vice President, Secretary, and Treasurer
Nomination:	Identify and present potential board members.
Publicity:	Distribute brochures, make personal presentations and suggest press releases.
Curriculum:	Develop classes and brochures.
Meet & Greet:	Oversee orientation and class aides.
Special Events:	Arrange group trips.
Food for Thought:	Organize four speaker programs
ALFA-BITS:	Produce the twice-yearly ALFA newsletter.
Shirley Pick Spring Series:	Organize a three-week program in May

ALFA OFFICE TELEPHONE: 978-665-3706

ALFA OFFICE ROOM: McKay C-170

## **ALFA EXECUTIVE BOARD RESPONSIBILITIES**

### **PRESIDENT'S ROLE:**

1. Preside at Board meetings.
2. Consult with ALFA secretary and chairpersons to set the meeting agendas.
3. Appoint committee chairs, oversee committees and appoint, as needed, committee chairs e.g. by-law committee and handbook review committee.
4. Keep list of volunteers for future reference as determined by volunteer return forms.
5. Discuss responsibilities as stated in the ALFA handbook with each newly appointed chairperson and the ALFA FSU secretary. See that the Handbook is kept current and updated by the first Board meeting in September.
6. Bring to the attention of the Board for their consideration any proposed amendments or adjustments to the by-laws.
7. Participate in activities that forward the ALFA Program, e.g. T.V. and radio appearances.
8. Coordinate with the Board and FSU liaison regarding the annual meeting.
9. Consult with FSU liaison, as needed.

### **FIRST VICE PRESIDENT'S ROLE:**

1. Assume responsibilities of the President in his/her absence.

### **SECOND VICE PRESIDENT'S ROLE:**

1. Assume responsibilities of the President in the absence of the President and First Vice President.

### **BOARD TREASURER'S ROLE:**

1. At the October Board meeting (or as needed), collect for the ALFA Sunshine Fund. This fund is to be used to acknowledge events of note, i.e. death, illness, thanks.
2. Collect funds for the holiday luncheon and similar events. Coordinate with the Special Events Chair.

### **ALFA FSU TREASURER'S ROLE:**

1. Handle all other ALFA financial matters including collecting and dispensing monies, preparing budgets, etc.

### **BOARD SECRETARY'S ROLE:**

1. Take attendance and minutes at each Board meeting.
2. Forward minutes to Board members, including reminder of the next meeting date.
3. After the annual meeting, submit to the ALFA FSU secretary any changes in Board members, chairmanships, and the Executive Board, so that the ALFA Board Directory, the ALFA Board Attendance List, and any ALFA Handbook changes may be updated for the first Fall Board meeting.
4. Conduct ALFA correspondence and send remembrances as occasion warrants, e.g. resignation, illness, congratulations, etc. Use ALFA note cards.

### **ALFA FSU SECRETARY'S ROLE:**

1. Answer ALFA telephone concerning the ALFA programs.
2. Use the ALFA logo (or ALFA-related symbol) on ALFA communications.
3. Work with the FSU liaison to coordinate class registrations and the collection of fees. Prepare class lists and prepare and mail confirmation letters, car registration forms, and directions to off-campus class locations prior to the start of the Fall and Spring classes.

4. Ten days prior to the start of class provide the Meet and Greet Committee Chair any class lists with names, addresses, telephone numbers and attendance dates. An incomplete list is OK.
5. Put together class aide folders for each class. Include 3 copies of the attendance sheet and telephone tree instructions; 4 if a large class. (See *appendix for full list of class aide folder contents.*)
6. Before classes begin for the Fall and Spring sessions, send a welcome letter, ALFA brochure, and instructor information sheet to each instructor.
7. Make classroom arrangements. Arrange for and oversee all technical needs including microphone, PowerPoint or slide presentations.
8. On the first day of each new class session place notices with room number assignments in appropriate locations.
9. See that class aide folders are placed on the rack outside the ALFA office each day before class and collected at day's end. Arrangements for off-campus sites will vary.
10. On the first day of each new class session assist the meet and greet volunteers at the meet and greet table. Have extra car registration forms available.
11. Prepare ALFA Alerts for inclusion in folders at appropriate times.
12. Place extra copies of ALFA-BITS and CenterStage brochures outside the ALFA office.
13. Place evaluations in folders for distribution and return on the last class day.
14. Prior to the Annual Meeting, contact the FSU liaison regarding names of class aides, welcome table hostesses/hosts, instructors, and committee members not on the Board to be acknowledged with thank you pins at the Annual Meeting in June.
15. After the Annual Meeting, the ALFA Board secretary will forward any changes in Board members, chairmanships and the Executive Board so that the ALFA Board Directory, the ALFA Board Attendance List and any ALFA Board Handbook changes may be updated for distribution at the September Board meeting.
16. Prepare Welcome Packet for new Board members containing ALFA Handbook and Board list, etc.

## **ALFA COMMITTEE CHAIR RESPONSIBILITIES**

- **Use this Board handbook as a guideline for your committee responsibilities. Periodically, review your individual committee chair role (as described below) and share with your committee. Bring any suggestions for changes or amendments to the attention of the ALFA president.**
- **Select a vice chair for your committee who can act as chair if needed.**
- **Present a committee report at each Board meeting.**
- **As a record for future committee chairs, maintain an on-going collection of materials pertinent to each individual committee, such as: brochures, ALFA-BITS, instructor bio lists, recent evaluations, trip notices, photos, announcements, news articles, ALFA Alerts, etc.**

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### **I. NOMINATION CHAIR'S ROLE:**

1. In December/January, consult with each Board member to determine whether he or she plans to remain in office for the next school year.
2. Identify potential candidates for replacements.
3. At the May Board meeting, present potential candidates for Board approval.
4. At the annual meeting, present the slate for a membership vote.

### **II. PUBLICITY/MEMBERSHIP CHAIR'S ROLE:**

1. Call the FSU office prior to the August and January distribution of brochures to determine the dates for pickup.
2. Notify committee members to pick up brochures and distribute them to designated locations. (*See appendix for brochure distribution list.*)
3. Oversee that brochures have been delivered. Review and update distribution list as needed.
4. Arrange to make personal presentations to civic groups in the area to publicize the ALFA program.

5. Consult and coordinate with the FSU liaison prior to any press releases, TV or radio appearances.
6. **See ALFA Committee Chair Responsibilities**

### **III. CURRICULUM CHAIR'S ROLE:**

#### 1. Curriculum Meetings

- (a) The Curriculum Committee will meet one Tuesday of each month to select prospective classes based on member recommendations culled from the ALFA evaluations.
- (b) In October, hold the first meeting to plan for the Spring sessions and prepare for January brochure mailing. When planning the calendar, take the holidays into account, e.g. Thanksgiving, Jewish holidays, University vacations.
- (c) In February, meet to plan the calendar and courses for the Fall/Winter sessions and prepare for the August mailing. Again, be mindful of holidays and University vacations.
- (d) Develop agenda and chair meetings.
- (e) Have a recorder record minutes and attendance at each committee meeting and forward minutes to the chair.
- (f) Edit and distribute committee-meeting minutes.
- (g) Follow up with committee members and their tasks.
- (h) Create reports for each Board meeting.
- (i) Present final course program for Board review.

#### 2. Regarding Faculty/Courses

- (a) Identify faculty and courses.
- (b) E-mail bio forms to potential faculty.
- (c) Follow up with potential faculty.
- (d) Compile faculty and course data from bio forms.
- (e) Create calendar, schedule classes and make-up weeks, secure rooms on and off campus; transfer this data to planning calendar.
- (f) Coordinate free classes with Leominster Library
- (g) E-mail bio forms and any technological needs to FSU liaison as soon as the entire package is complete.
- (h) E-mail bio forms to individual in charge of the brochure.

#### 3. Regarding Brochure

- (a) From the bio forms, edit the bios and course content.
- (b) Develop and format materials for the brochure including dates, day, time, and location of each course, bios and course content.

- (c) Choose the brochure photo from those submitted to you.
- (d) Choose the brochure color.
- (e) Select 2-3 committee members to make corrections on the accumulated materials prior to submission.
- (f) Forward this completed material to the FSU liaison.
- (g) Meet with FSU liaison to perform the final proof on the entire brochure before printing.
- (h) Submit Fall/Winter brochure for printing in July/August and the Spring brochure for mid-November printing.
- (i) Submit the new ALFA program for inclusion in the Winter/Spring ALFA-BITS newsletters.
- (j) Update the ALFA website each semester.

#### 4. Regarding Instructor Evaluations

- (a) Adapt evaluation form for solicitation of specific information from ALFA participants.
- (b) Compile evaluation data.
- (c) After classes end, e-mail each instructor a letter of thanks with a brief summary of member comments from the course evaluation forms.
- (d) E-mail all evaluation results to the FSU liaison.

#### 5. Regarding Forms

- (a) See appendix for sample Curriculum Committee forms.
- (b) Submit any changes in forms to the ALFA FSU secretary.

#### 6. **See ALFA Committee Chair Responsibilities**

### **IV. SPECIAL EVENTS CHAIR'S ROLE:**

1. Meet with the Special Events Committee to arrange group trips to areas of interest for ALFA participants and guests. Plan 3 trips yearly, one for October at the end of Session I, one in January, and one in May at the end of the Spring Session II. When selecting dates, avoid conflicts with scheduled ALFA classes whenever possible.

2. Delegate committee members to research each trip and contact the people at the venue, bus company, etc. to make all needed arrangements.
3. Inform FSU liaison of all planned Special Events.
4. Write descriptions of up-coming trips to be included in the Fall and Spring brochures and ALFA-BITS.
5. Remind members of upcoming trips via ALFA Alerts in class aide folders.
6. Work with the ALFA office secretary to develop appropriate fliers announcing new events. Arrange for distribution of fliers to ALFA members. If there is available bus space, provide information to outside groups.
7. Coordinate with FSU liaison regarding payment for trips.
8. Arrange with committee members to write articles for *ALFA-BITS* regarding trips the group has taken. Also write previews of upcoming trips.
9. Arrange for the December holiday luncheon. Coordinate with the ALFA treasurer regarding collection of funds.
10. Acknowledge trip coordinators, guides, speakers, and entertainers with thank you notes and/or small gifts.
11. **See ALFA Committee Chair Responsibilities**

#### **V. FOOD FOR THOUGHT CHAIR'S ROLE:**

1. Hold first Food For Thought Committee meeting in February/March to plan the Fall program and in September/October to plan the Spring program.
2. Identify and contact speakers for the 1-1/2 to 2 hour presentations on topics of general interest. These presentations will be held on Tuesday afternoons twice each semester in the Fall and Spring.
3. Write descriptions of up-coming lectures to be included in the Fall and Spring brochures.
4. Inform FSU liaison of planned program dates, and consult with ALFA FSU secretary to reserve rooms.

5. Arrange for all technical needs, including microphone, PowerPoint or slide presentations. Create and place room number assignments in appropriate locations prior to the event. See that room seating is arranged for best hearing and vision.
6. Arrange for light refreshments.
7. Send out ALFA Alerts via Class Aide folders to remind members of upcoming programs and dates.
8. Arrange to have committee members meet and greet attendees. Provide a signup sheet for those new to ALFA who wish to be included on the mailing list.
9. Meet and greet and introduce speakers. Welcome newcomers to ALFA.
10. Arrange with committee members to write articles for *ALFA-BITS* regarding the Food For Thought events. Also write previews of upcoming events.
11. Acknowledge speakers with gifts and/or thank you notes.
12. Use Food For Thought Speaker Information form as a guideline for information gathering. (*See appendix*)
13. **See ALFA Committee Chair Responsibilities.**

## **VI. ALFA-BITS CHAIR'S ROLE:**

1. In September, hold the first *ALFA-BITS* committee meeting to prepare for the November/December printing and January distribution.
2. In February, meet to prepare for the May printing and June distribution.
3. Discuss and outline the content of the upcoming *ALFA-BITS*. Delegate assignments and solicit member contributions to include class critiques, program previews, president's notes, special event highlights, committee updates, instructor interviews, poems, jokes, photos, artwork, etc. All submissions must be less than 300 words and preferably a digital document using Times New Roman in #9 font.
4. Arrange to have digital photographs of ALFA classes and other events.
5. Collect, collate, review, edit, and format submissions.
6. Submit for review to the FSU liaison for the November/December and May issues of *ALFA-BITS*. Print enough copies for current ALFA members and incoming members and instructors.
7. Alert the Meet and Greet chair that copies of *ALFA-BITS* are available on the rack outside the ALFA office for new members.
8. **See ALFA Committee Chair Responsibilities.**

## **VII. SHIRLEY PICK SPRING SERIES CHAIR'S ROLE**

1. Meet with committee members beginning any time after the May program to plan and arrange programs to be held the following May after the Spring Session II.
2. Submit plan to the Board and to the FSU liaison for approval and to arrange financing from the Shirley Pick Memorial Fund.
3. Contact presenters. Request course descriptions and biographies. Contact the FSU liaison to forward an FSU contract to the paid presenters.

4. Make room arrangements. Arrange for all technical needs, including microphone, PowerPoint or slide presentations. Create and place room number assignments in appropriate locations prior to the event. See that room seating is arranged for best hearing and vision.
5. Print up fliers and sign-up forms. Distribute via ALFA class folders during the 4<sup>th</sup> class of the first Spring session and again during the 3rd class of the second Spring session.
7. In advance of the Shirley Pick Spring Series, coordinate with the Publicity Committee to contact local papers and cable TV regarding placement of announcements.
8. Set up a telephone tree and e-mail list. One week before the Spring Series program, call or e-mail reminders to those who have signed up.
9. Meet and greet presenter. Following the presentation, acknowledge with thank you note and/or small gift.
10. Arrange to have committee members meet and greet attendees. Provide sign-up sheet for those new to ALFA who wish to be included on the mailing list.
11. Submit a notice about the Shirley Pick Spring Series for publication in the February ALFA-BITS and the Spring ALFA Brochure.
12. **See ALFA Committee Chair Responsibilities**

#### **VIII. CLASS AIDE/MEET AND GREET COMMITTEE CHAIR:**

1. Pick up registration lists from FSU secretary ten days prior to the start of classes.
2. Consult registration lists to select a class aide. The class aide will arrange for a backup aide. In case of absence, the backup aide will fill in.
3. Check with the FSU secretary to see that folders are available for each class outside the ALFA office. Make arrangements regarding folders for off-campus sites. (*See appendix for class aide folder contents.*)
4. Meet with first time aides individually or at an orientation prior to the first session in September.
5. At the start of each new ALFA session arrange for a hospitality table at the front ("C") entrance of McKay. Have greeters meet each incoming class

and direct ALFA members to their classrooms. Provide CenterStage brochures and other notices of interest.

6. At the hospitality table, collect car registration forms. Have extra registration forms available. Remind ALFA members not to park in the front spaces at McKay.
7. If classes are cancelled, notify class aides to activate the Telephone Tree.
8. Check with the FSU secretary to see that evaluation forms are placed in folders week 5 of each session.
9. Send thank you notes to class aides at the end of each session.
10. **See ALFA Committee Chair Responsibilities.**

## **IX. CLASS AIDE'S ROLE:**

Class Aide folders will be located in the rack outside the ALFA office at the McKay School.

1. Class Procedures:
  - a. Pick up the class aide folder before class and return at the end of each class. (For off-site classes, keep the folder until the last class and then return to the office.)
  - b. Introduce yourself and welcome the class and newcomers to the program.
  - c. Take attendance at each class and verify telephone numbers.
  - d. Ask volunteers to be backup aides and/or telephone tree callers.
  - e. At each class distribute ALFA Alerts or other notices and make announcements. Call attention to the fact that ALFA-BITS (the ALFA newsletter) and CenterStage information are available on the rack outside the ALFA office.
  - f. Be aware of special needs, i.e. hearing or vision. Try to accommodate individuals. Rearrange furniture if necessary to encourage group interaction and discussion.
  - g. Distribute and collect class evaluations at the last class. Return the class aide folder to the ALFA office.
2. Regarding the Instructor:
  - a. Introduce yourself to the instructor.
  - b. Provide the instructor with a class list.
  - c. Introduce the instructor. There is an instructor bio in the folder.
  - d. At the end of the five-week session, acknowledge and thank the instructor. Present an ALFA pin (available in the ALFA office) to first time instructors.

## APPENDIX

### I Policies

1. By-laws
2. Protocol for Adding New Board Members

### II Volunteer Information Sheet

### III Sample Committee Forms

#### 1. Curriculum:

ALFA Curriculum Guideline Form  
ALFA Planning Calendar  
Sample Planning Calendar  
Instructor Bio Sheet  
All About ALFA For New Instructors  
Evaluation Form  
Instructor Thank You Letter

#### 2. Publicity:

Brochure Distribution List

#### 3. Food For Thought:

Speaker Information Form

#### 4. Shirley Pick Spring Series:

Spring Series Announcement  
Spring Series: To The Class Aide

#### 5. Class Aide Folder Contents:

Dear Class Aide Letter  
Dear Instructor Letter  
Class Telephone Tree Instructions  
*(Campus Map, FSU Parking Policy,  
ALFA Board List, ALFA Attendance  
Lists, FSU OneCard (ID) Request Forms,  
and Instructor Bio will be provided by  
the FSU office)*



**I**

**POLICIES**



# ADULT LEARNING / FITCHBURG AREA (ALFA) BY-LAWS

## **Name of Organization:**

ALFA (Adult Learning / Fitchburg Area)  
Fitchburg State University  
160 Pearl Street  
Fitchburg, MA 01420  
Telephone: 978 665-3706

## **Mission Statement:**

ALFA provides an opportunity for lifelong learners to meet and share interests in an informal setting and to pursue learning for enrichment and personal growth.

## **Dues / Fees:**

Fees for classes will be reviewed annually by the Board.

## **Organization:**

Board of Directors:

The Board of Directors will be the principal governing body of ALFA with primary responsibility for formulating and implementing policy affecting the needs and interests of ALFA. All policy will conform to the by-laws and will be subject to FSU guidelines. All actions of the Board will be closely coordinated with FSU.

The Board of Directors shall consist of no more than 25 members and may include appropriate representation from surrounding communities. It is to be presided over by the organization President. Individuals wishing to serve on this or on any other organization committee may apply to the Board President or to the chairperson of the committee of interest. Any Board member may submit candidates for consideration of membership on the Board. New Board members will be elected by a two-thirds vote of the Board. Board members having more than three unexplained absences during the year may be asked to resign from the Board.

Honorary membership on the Board of Directors may be awarded to past Board members whose contributions to ALFA have been deemed outstanding. This action requires a two-thirds vote by Board members.

Board Officers:

The **President** is responsible for the agenda and will conduct all meetings of the Board and the executive sessions and will determine the need for "emergency sessions." The President shall be an ex-officio member of all committees and will select chairpersons for all committees.

The **First Vice-President** shall preside in the absence of the President.

The **Second Vice-President** shall preside in the absence of the President and the First Vice-President.

The **Secretary** shall record minutes of all Board and executive sessions and attend to necessary correspondence.

The **Treasurer** shall be accountable for all funds of the organization in conjunction with the FSU Financial Office and shall be responsible for presenting a monthly report to the Board.

Standing Committees:

The **Executive Committee** will consist of the Board Officers.

A **Nominating Committee**, appointed by the President, will propose a slate of officers at the May meeting to be voted upon by the Board. In the event of a mid-term vacancy, the Board of Directors may elect a member from the Board to fill out the term until the next regularly-scheduled election. All officers shall serve two-year terms and no more than two consecutive terms. Elections of officers shall be held during the annual spring meeting.

The **Curriculum Committee** shall develop proposals for classes/programs for submission to the Board and shall be responsible for the review of classroom evaluation forms. It shall prepare ALFA brochures for submission to the designated University department.

**Other Committees** may be created by the Board as needed.

**Meetings:**

The Board of Directors shall meet once a month during the academic year or at such times as the President deems necessary. A quorum will consist of a majority of the members.

**Amendments to the By-Laws:**

Amendments to the by-laws shall be submitted by motion of any active Board member in writing and at a regularly scheduled meeting of the Board of Directors or at a special committee meeting called for such purpose. In order for any amendment to become effective, it must obtain approval by two-thirds of the voting members at a subsequent meeting.

*October 2008 (Reviewed 9/11)*  
*By-Laws Committee: Gloria O'Brien, Chair*  
*Carol DeCarolis*  
*Bruce Goyette*



## **PROTOCOL FOR ADDING NEW MEMBERS TO THE BOARD**

**THE POLICY OUTLINE IN THE BY-LAWS STATING, “ANY BOARD MEMBER MAY SUBMIT CANDIDATES FOR CONSIDERATION OF MEMBERSHIP ON THE BOARD (and that) NEW BOARD MEMBERS WILL BE ELECTED BY A TWO-THIRDS VOTE OF THE BOARD” WILL BE AUGMENTED BY THE FOLLOWING PROCEDURE:**

**POTENTIAL MEMBERS MAY BE SOLICITED EITHER FROM ALFA COMMITTEES OR FROM THE COMMUNITY AT LARGE BUT IN THE LATTER CASE SHOULD HAVE SOME KNOWLEDGE OF ALFA. NAMES WILL COME TO THE FULL BOARD FOR CONSIDERATION AT A REGULAR BOARD MEETING AND A TWO-THIRDS VOTE WILL DETERMINE IF A LETTER OF SOLICITATION IS SENT TO THE PROPOSED BOARD MEMBER TO DETERMINE IF HE OR SHE IS WILLING TO SERVE.**

Protocol approved by board vote  
November 9, 2010



## **II**

# **VOLUNTEER INFORMATION SHEET**





## ALFA Runs on Volunteers

Would you like to serve on an ALFA committee? If so, please indicate your interest and provide your contact information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Check your interests:	Committee:	Responsibilities:
	ALFA-Bits	Solicit, write, edit, format, and collate submissions for semi- annual ALFA newsletter [1-2 meetings/year]
	Curriculum	Develop/arrange ALFA classes; prepare ALFA brochures [8 meetings/year]
	Food for Thought	Arrange 4 speaker programs per year (3-4 meetings); coordinate publicity for the program
	Meet & Greet	Select participants and provide orientation for class aides; set up hospitality table; greet incoming class members [1-2 meetings/year]
	Publicity	Distribute ALFA brochures, arrange press releases, make personal ALFA presentations (meetings as needed)
	The Shirley Pick Spring Series	Design and arrange May classes; coordinate publicity for the series
	Special Events	Arrange and publicize 3 annual ALFA group trips, (3-4 meetings a year)

Your name will be kept for future reference and you will be called when committee vacancies occur.

Future board members will be selected from members of committees or from members who have contributed to ALFA in a significant way.

**Committees are fun!!!**

**Please consider being an ALFA volunteer**



# **III**

## **SAMPLE COMMITTEE FORMS**







**20-- – September - October - Session I (ALFA Planning Calendar)**

Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:45	12:15-1:45	12:15-1:45	12:15-1:45	10:30-12:00
12:15-1:45	12:15-1:45	12:15-1:45	12:15-1:45	12:15-1:45
		2:30 -4:00	2:30-4:00	
2:30-4:00		2:30-4:00	2:30-4:00	
2:30-4:00		2:30-4:00	2:30-4:00	

**20-- – October – December – Session II**

Monday	Tuesday	Wednesday	Thursday	Friday
12:15-1:45	12:15-1:45	12:15-1:45	12:15-1:45	10:30-12:00
12:15-1:45	12:15-1:45	12:15-1:45	12:15-1:45	12:15-1:45
2:30 -4:00		12:15-1:45	2:30-4:00	
3:30-5:00		2:30-4:00	2:30-4:00	
2:30-4:00		2:30-4:00	2:30-4:00	

**Make up classes week of:** 12/--, 12/--, 12/--, 12/-- & 12/-- or class decision  
**Sites:** Conlon Arts CA  
 Fitchburg High School FHS  
 Leominster Public Library LPL  
 Liberty Place Fitness Center LPFC  
 McKay MCK  
 Recreation Center-Dance Studio REC

Thursday & Friday – Rosh Hashana  
 Sept. -- & --  
 Monday Columbus Day Oct. --  
 Friday Nov. 11 Veteran’s Day  
 Thursday Thanksgiving Nov. -- & --  
 Wednesday Hanukkah Dec. -- through --

## 2011 – September - October - Session I (Sample Planning Calendar)

<b>Monday</b> 9/19, 9/26; 10/3, 10/17, 10/24	<b>Tuesday</b> 9/20, 9/27; 10/4, 10/11, 10/18	<b>Wednesday</b> 9/21, 10/5 10/12, 10/19, 10/26	<b>Thursday</b> 09/22, 10/6 10/13, 10/20, 10/27	<b>Friday</b> 9/23, 10/7, 10/14, 10/21, 10/28
<b>12:15-1:45</b> Jack Wertheimer Musical Foundations	<b>12:15-1:45</b> Ed Thomas Stuart England 1603-1715	<b>12:15-1:45</b> Heather Lussier Zumba	<b>12:15-1:45</b> Lisa Webb Graphite Pencil Drawing	<b>10:30-12:00</b> Eric Budd Political Systems of the Modern World
<b>12:15-1:45</b> Joy Contois Main Street, Fitchburg	<b>12:15-1:45</b> Janet Cragin Great American Comedies	<b>12:15-1:45</b> Sally Cragin Poetry Appreciation	<b>12:15-1:45</b> Jim Woovis Greek American Culture	<b>12:15-1:45</b> Judith Lindstedt Stretch and Tone
		<b>2:30 -4:00</b> Susan Cashman Taking Interesting Photos	<b>2:30-4:00</b> Paula Skehan Aqarobics	
<b>2:30-4:00</b> Mike Kressy Beginners T'ai Chi Classes 1-5		<b>2:30-4:00</b> Mike Kressy Intermediate T'ai Chi Classes 1-5	<b>2:30-4:00</b> Bob and Jane Egan Beginners Bridge	
<b>2:30-4:00</b> Paul Weizer Supreme Court		<b>2:30-4:00</b> Budd, Hinckley, Kearns, Flynn, Goyette Cooking Asian	<b>2:30-4:00</b> Budd, Hinckley, Kearns, Flynn, Goyette Cooking Asian	

## 2011 – October – December – Session II

<b>Monday</b> 10/31, 11/7, 11/14, 11/28, 12/5	<b>Tuesday</b> 11/1, 11/8, 11/15, 11/29, 12/6	<b>Wednesday</b> 11/2, 11/9, 11/16, 11/30, 12/7	<b>Thursday</b> 11/3, 11/10, 11/17, 12/1, 12/8	<b>Friday</b> 11/4, 11/18, 12/2, 12/9, 12/16
<b>12:15-1:45</b> Hinckley/Ayadi Islamic Arts and Culture	<b>12:15-1:45</b> Italy Revisited Joseph Addante	<b>12:15-1:45</b> Heather Lussier Zumba	<b>12:15-1:45</b> Lisa Webb Colored Pencil Drawing	<b>10:30-12:00</b> Paul Luria Folk Music
<b>12:15-1:45</b> Bob Champlin Earth Science Topics I	<b>12:15-1:45</b> Shirley Wagner NE Mystery Writers	<b>12:15-1:45</b> Sally Cragin Memoir Writing	<b>12:15-1:45</b> Art Bonney Beginners Digital	<b>12:15-1:45</b> Judith Lindstedt Stretch and Tone
<b>2:30 -4:00</b> Susan Roetzer Topics from the Special Collections of the FHS		<b>12:15-1:45</b> Anne O'Connor World Drumming	<b>2:30-4:00</b> Paula Skehan Aqarobics	
<b>3:30-5:00</b> Judge Zide Order in the Court!		<b>2:30-4:00</b> Steve Swartz & staff Technology	<b>2:30-4:00</b> Bob and Jane Egan Intermediate Bridge	
<b>2:30-4:00</b> Mike Kressy Beginner's Tai Chi Classes 6-10		<b>2:30-4:00</b> Mike Kressy Intermediate T'ai Chi Classes 6-10	<b>2:30-4:00</b> Sheryl Farnam Introduction to Birding	

Make up classes week of: 12/12, 12/13, 12/14, 12/15 & 12/23 or class decision

<b>Sites:</b> Conlon Arts	CA
Fitchburg High School	FHS
Leominster Public Library	LPL
Liberty Place Fitness Center	LPFC
McKay	MCK
Recreation Center-Dance Studio	REC

Thursday & Friday – Rosh Hashana  
Sept. 29-30

Monday Columbus Day Oct. 10

Friday Nov. 11 Veteran's Day

Thursday Thanksgiving Nov. 24 & 25

Wednesday Hanukkah Dec 21 Through 28



# ALFA

## Instructor Bio Sheet

**Instructor:**

**Course Title:**

**Course Description [2 lines]:**

**Class size limit:**

**Bio [2 lines]:**

**Books or materials recommended:**

**Equipment needed [AV, computer, etc.]:**

**Availability:** Year of 20 \_\_

Circle one or more:    Sept-Oct                  Nov-Dec                  Feb-March                  March-April

Preferred day of week:

Circle class hours:    Monday - Thursday                  12:20 – 1:50 PM                  or                  2:30 – 4:00 PM  
Friday                                  10:30 – 12:00 PM                  or                  12:20- 1:50 PM

**Address:**

**Phone #    Home:**

**Office/cell:**

**Email:**

**Please return this document to:** Dr. Shirley Wagner, ALFA Curriculum Committee Chair at swagner@fitchburgstate.edu , Academic Affairs **and**

**CC to:** Sara Ringquist, sringquist@fitchburgstate.edu, Academic Affairs

**Please attach your resume and 3 letters** of reference and return those documents to:

Dr. Shirley Wagner, V.P. of Academic Affairs at swagner@fitchburgstate.edu



## All About ALFA for New Instructors

ALFA is an acronym for the “Adult Learning in the Fitchburg Area” program; it is sponsored by the Office of Academic Affairs and the Office of Graduate and Continuing Education at Fitchburg State University. ALFA offered its first classes in the spring of 2004 as the brainchild of Ms Shirley Pick and the cadre of volunteers she solicited. Today, after years of ongoing growth, ALFA continues to expand by word-of-mouth from our unwavering volunteers and members, and diligent publicity committee.

ALFA offers opportunities to lifelong learners to meet and share interests in an informal setting. Our inexpensive, non-credit courses run during the academic year along with a lecture series entitled, “Food for Thought”, the Shirley Pick Spring Series held in May, and Special Events designed for enrichment and personal growth. Only courses and special events incur fees. Please be advised that ALFA courses have no exams or required readings. You may make recommendations for reading, even distribute articles, but it would be inadvisable to base any assumption on participant compliance.

Members are encouraged to volunteer on any of our many committees, to participate in program leadership and development as well as social and recreational activities. At the conclusion of each course, members complete an evaluation which is used to assess the skills of our instructors, interest in topic areas, and to solicit requests for future courses.

Our instructors are current and retired faculty members of Fitchburg State University and experts within our community. Non-faculty instructors are requested to sign a contract and then will be paid an honorarium of \$250 for the five week, 7.5 hours course at the end of the session. At the end of each course, time is allotted for make-up sessions to follow the last scheduled week of the course taught.

Every instructor is assigned a Class Aide. All instructor needs and requests go through this person who is there to pave the way for you and the participants. The aide introduces the instructor to the class, takes attendance, makes announcements, and distributes/collects end-of-course evaluations. The aide arranges a telephone tree to notify class participants of school closure or class cancellation.

The ALFA office is located in the McKay Building, Room # C-170; the address is Academic Affairs-ALFA, Fitchburg State University, and 160 Pearl St., Fitchburg, MA 01420. The telephone number is 978-665-3706 and there is a recording device to leave a message.

**Attached is the Bio Form; please complete this document ASAP and return to the Chair of the Curriculum Committee and to the Secretary at Academic Affairs. Also, you are requested to send your resume and 3 letters of reference to the V.P. of Academic Affairs at the University. Email addresses are on the attached document.**

# ALFA CLASS EVALUATION

We are glad to have been able to add this learning experience to your life and we hope you have enjoyed yourself.



Now that you've completed this course, we would appreciate it if you would take a moment and complete this assessment. Thank you for supporting the ALFA program.

**Course:** \_\_\_\_\_

Session 1 (Sept/Oct)

**Instructor Name:** \_\_\_\_\_

Session 2 (Nov/Dec)

Session 3 (Feb/Mar)

Session 4 (Mar/Apr)

	Above Average	Average	Below Average	No Answer
<b>Overall Class Rating</b>				
<b>Class Instructor</b>				
<b>Should this class be repeated?</b>	<b>YES</b>		<b>NO</b>	

## Comments:

Please check all of the boxes that you feel apply to this class, or feel free to write your own!

<b>Excellent Instructor</b>	<input type="checkbox"/>
<b>Interesting topic</b>	<input type="checkbox"/>
<b>Encouraged discussion and participation</b>	<input type="checkbox"/>
<b>Well prepared</b>	<input type="checkbox"/>
<b>Other comments:</b>	

**What do you like about ALFA courses (in general)?**

<b>Variety of Courses</b>	<input type="checkbox"/>	<b>Discussions</b>	<input type="checkbox"/>
<b>Reasonable Rates</b>	<input type="checkbox"/>	<b>Everything</b>	<input type="checkbox"/>
<b>Comfortable Learning Environment</b>	<input type="checkbox"/>	<b>Length of Classes</b>	<input type="checkbox"/>
<b>Interesting Courses</b>	<input type="checkbox"/>	<b>Knowledgeable instructors</b>	<input type="checkbox"/>
<b>Nice People</b>	<input type="checkbox"/>	<b>Socializing</b>	<input type="checkbox"/>
<b>Other:</b>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

**Do you have any suggestions for future ALFA courses or instructors?**

Classes: \_\_\_\_\_

Instructors: \_\_\_\_\_



# ALFA

\_\_\_\_\_, 2011

Dear \_\_\_\_\_,

*On behalf of ALFA, I want to thank you for offering  
\_\_\_\_\_ in the fall semester.  
The ALFA members greatly appreciated the opportunity to take  
this course.*

*Attached please find a summary of the student evaluations and  
comments provided as feedback.*

*Sincerely,*

*Shirley Ann Wagner, PhD  
Chair, Alfa Curriculum Committee*

## **ALFA PUBLICITY COMMITTEE BROCHURE DISTRIBUTION LIST**

### **I Outreach:**

The current list of towns, specified drop-off locations and committee volunteers is available in the office of the FSU Liaison.

The distribution list needs to be reevaluated regularly for maximum effectiveness.

### **II Towns:**

Ashburnham  
Ashby  
Ayer  
Fitchburg  
Gardner  
Greenville, N.H.  
Groton  
Lancaster

Leominster  
Lunenburg  
Mason, N.H.  
New Ipswich, N.H.  
Shirley  
Townsend  
Westminster

### **III Drop-off Locations:**

Numbers of brochures and drop-off sites vary from town to town.

Banks  
City/Town Halls  
Credit Unions  
Fitchburg Art Museum  
Historical Societies  
Public Libraries  
Shops  
Restaurants  
Senior Centers

Fitness Centers  
YMCA  
Doctors' offices  
Hospitals  
Pharmacies



## ALFA Food for Thought Series

Instructor:

Lecture Description:

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Bio: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Lecture: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please return to: ALFA Food for Thought Committee Chairperson

William Stevenson

61 Gilcrest St.

Lunenburg, MA 01462

E-mail: billste61@comcast.net





[This will go on the top of the back of the sheet so they are able to keep the bottom of the page with the information.]

# *The Shirley Pick Spring Series*

May \_\_, \_\_, \_\_, 2012

\_\_\_\_\_ (Time)

I plan to attend the 3-week program with \_\_\_\_\_.  
(Presenter)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I intend to bring \_\_\_\_\_ guest(s).



## **Shirley Pick Spring Series: To the Class Aide**

Please introduce the Shirley Pick Spring Series which will be held three Wednesdays in May. Distribute the description sheet and the return form. Explain that since there is no formal registration for the Spring Series, the return form will help to determine interest and intention to attend. Collect return forms and place in class folders. Thank you.

## **Shirley Pick Spring Series: To the Class Aide**

Please introduce the Shirley Pick Spring Series which will be held three Wednesdays in May. Distribute the description sheet and the return form. Explain that since there is no formal registration for the Spring Series, the return form will help to determine interest and intention to attend. Collect return forms and place in class folders. Thank you.

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Please introduce the Shirley Pick Spring Series which will be held three Wednesdays in May. Distribute the description sheet and the return form. Explain that since there is no formal registration for the Spring Series, the return form will help to determine interest and intention to attend. Collect return forms and place in class folders. Thank you.





Dear Class Aide:

Thank you for taking on this important task. Please find the following enclosed:

- Attendance list with telephone numbers. Please have members sign weekly. At the first class, ask members to verify if the telephone number listed for them is correct. Return the attendance sheet to the folder each week.
- At the first class, please greet the instructor and introduce yourself. Please give the instructor the Dear Instructor form with accompanying class list.
- Please introduce the instructor to the class. A brief biography is enclosed. At the last class acknowledge and thank the instructor, and present the instructor with an ALFA Pin, which will be enclosed in the folder.
- At the start of each weekly class, please take attendance and make any announcements.
- If there are any ALFA ALERTS, you will find them on colored sheets within the folder each week. Please make the announcement to the class, or distribute materials, if so indicated.
- Please select a person to serve as back-up Class Aide, in case of your absence.
- There are TELEPHONE TREE instructions and class lists with members phone numbers enclosed for you and your assistants. Please divide class list with 1-3 others (depending on size of the class) to help you phone class members in the event of a date change or class cancellation.
- After the first class, this folder of materials will be found in the rack outside the ALFA Office door – Room C-170. At the end of each class, please return the folder to the rack, and pick up weekly prior to the start of class.
- Please be aware of class members with hearing and/or vision problems, and try to accommodate them by adjusting the seating arrangement. If the instructor needs one, the ALFA Office does have a microphone.
- Please let members know that there is a Bulletin Board and other ALFA information on the bulletin board located on the wall opposite ROOM C-170 (the ALFA office).
- A campus map for reference.
- A current listing of ALFA Board members.
- Remind class members not to park in the first row next to the sidewalk, as it is reserved for faculty only.

Again, thank you for assisting to provide this enriching experience to all participants!

ALFA OFFICE – 978-665-3706

ROOM C-170 – McKay Building



Dear Instructor:

Thank you for your enthusiastic participation in the ALFA Program.

Please review the following information.

- Attached is a list of class members with telephone numbers.
- Please allow a moment at the start of the class for the Aide to take attendance and make any announcements.
- Please be aware of class members with hearing and/or vision problems, and try to accommodate them by adjusting the seating arrangement. The ALFA Office does have a microphone if you need it.
- Should you need other equipment, please call the ALFA Office prior to class, with enough time for the necessary arrangements to be made and for the equipment to be available when you need it.
- In the event you are unable to make your class session, or you need to reschedule your class, as soon as possible, please notify the ALFA Secretary (978-665-3706). Should you not speak directly to her, please leave a detailed voice mail message, as the main FSU office will NOT relay the message, should you call them.
- After notifying the ALFA Office that your class needs to be rescheduled or cancelled on the scheduled day, please call your CLASS AIDE (name and number listed below) so that she may call the class members informing them of your situation.

Your Class Aide is: \_\_\_\_\_

Telephone: \_\_\_\_\_

Again, thank you for being part of this enriching experience!

ALFA OFFICE – 978-665-3706

ROOM C-170 – McKay Building

### ALFA – CLASS TELEPHONE TREE

School closings will be announced on WPKZ (AM 1280). In the event, however, that your class is delayed, cancelled, or rescheduled at the last minute, the Class Aide will be notified by the ALFA Office. Class members will then need to be notified.

Attached, please find 2 or more phone lists. At the first class, please give a list to 2 or more class members who are willing to serve as Telephone Tree responders. Please divide your list so that each caller need only make 5 or 6 calls.

Hopefully, we will not need to use the Telephone Tree, but we will be prepared. When calling class members, should no one be home, and you leave a voice mail, please request a call back, so we are assured that all members have been reached.



Thank you!

### ALFA – CLASS TELEPHONE TREE

School closings will be announced on WPKZ (AM 1280). In the event, however, that your class is delayed, cancelled, or rescheduled at the last minute, the Class Aide will be notified by the ALFA Office. Class members will then need to be notified.

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Thank you!