**University of Scouting 2019**

*Success for US is being able to leave the school the way found it!*

**Classroom Usage Rules**

# You may use the smart boards in the classrooms.

1. Do not use any other classroom equipment or supplies. Only use what you brought.
2. Do not move anything unless you have too. If you move something, be sure to put it back before you leave.
3. When you enter, take a photo from each corner so you know how the classroom was set up.
4. After your class, make sure the room looks like the photos!

**Some notes:**

★ Try to start and end on time. (Classes are 50 minutes.)

★ Plan to arrive 10 minutes early! Please don’t disrupt the current class if they haven’t broken yet.

★ Check the sign on the door to make sure your class is listed correctly and at the right time.

★ Have students check-in on your roster sheet and ask walk-ins to add their name and email.

★ Have your name and contact information available in your presentation.

★ Encourage students to complete an evaluation form at the end of the day.