

## Coordinator Guidelines

Instructors are sometimes willing to travel to teach. If you want to sponsor a class in your area, contact the American Bowen Academy Office Manager (1-866-862-6936) or a [particular instructor](#) for further information. Remuneration is negotiated with the instructor for the class.

American Bowen Academy Class Coordinator Guidelines:

- Assess with Instructor the acceptable minimum attendance (maximum number is 14 students for one instructor). Determine a cut-off date with Instructor (American Bowen Academy policy is two weeks).
- Maintain a list of student's current contact info. Have a copy available for Instructor. Email the list to the Academy Office Manager [USAdmin@Bowenwork.com](mailto:USAdmin@Bowenwork.com) before the class. She will check to ensure attendees are currently registered. Send final Class List and Fee Track Spreadsheets to the Academy Office Manager. Determine with Instructor who is responsible to send the Fee Track Spreadsheet and check for fees to the bookkeeper.
- Responsible for collecting deposits due prior to class and final payment. Work with instructor to determine whether you will be taking responsibility for final payment. Must be familiar with EXCEL spreadsheets
- Send class descriptions to students when requested.
- Coordinators cannot make exceptions for pre-requisites established prior to the class. If a student requests an exception, the coordinator or instructor should send a request to the Academy Office Manager who will present the request to the Academy Directors for approval.