



Promoting Your Event

Speaking with Schools

When speaking with schools, focus on the organization of the program first, before the benefits of learning bridge. Students will receive a free bound textbook, with a fun quiz at the end of each chapter. The teacher will receive a Teacher's Manual that coincides directly with the textbook. EZ Deal Cards are organized deals to help reinforce the lessons in the textbook. All of these supplies and more are provided free of charge by the ACBL. By showing a well-organized and planned activity, schools will feel better about supporting the program.

ACBL has put together an [infographic handout](#) highlighting the lasting benefits of school bridge programs based on the [Shaw Study](#). Use it to describe the program's features and impact on students.

Recruiting Players

Once a school has agreed to let you offer bridge lessons, you need to recruit students. Ask the sponsoring teacher to appoint a student to work with you. If the student is enthusiastic about the bridge lessons, word of mouth will be the best advertisement for the bridge class.

Advertising

Pass out fliers and put ads in the school newspaper to help increase awareness. **Ready-made posters and fliers and other resources can be found in the Resources section below.**

Check out the [Cooperative Advertising Program](#) for details on how the ACBL can help cover your costs.

One Month Before Your First Class

Register Your Class and Order Supplies

Once you have a good idea about the number of students, you can request supplies by using the button under teaching programs. Choose between the ACBL Intro to Bridge Series I and II, Patty Tucker's Bridge is for Kids, Jump Start Bridge or ACBL Bridge Series. See the Available Materials Section of the [Teaching Programs](#) for descriptions.

Receive Supplies

Upon receipt of your order, you will be sent the following items:

- Teacher Manual: One for the teacher
- Textbook: One for each student
- Playing Cards: One for every table, or 4 students
- Drawstring backpack: One per student and per teacher as requested (K-12 only)
- Letters to Parents: One for copies (K-12 only)
- Student Applications: One per student
- Student Certificates: One per student
- End-of-Class Tournament Packet: One (K-12 only)
- Trophies: Four; two trophies for the N/S pair winner and two for the E/W pair winner (K-12 only)

Complete Consent and Release Forms

In order for the ACBL to accept pictures and/or stories from the class, a [Consent and Release form](#) must be completed for each student. Pictures and stories may appear on the ACBL website. These can be scanned or mailed with the final packet at the end of the class.

During Class

Use of Teacher Manual/Books

There is no requirement on the number of lessons that need to be completed in your class. Some classes move faster than others. These books are meant to act as a guide and to give a structure to one method of teaching bridge. Feel

free to try different things if you think it would suit your class. We would be particularly interested in hearing about new approaches that are successful.

Use of Homework Sheets

[Homework Sheet](#) can be handed out to work on random deals. Use them as you see fit.

One Month Before Your Last Class

Complete Student Certificates

[Student Certificates](#)

After Completing Class

End-of-Class Tournament

The End-of-Class tournament is required to receive a stipend and results must be submitted with other stipend request documents. Stipends will not be considered without tournament results.

Teacher Stipend*

You can qualify for a stipend if you are not getting paid more than \$150 by the school or other agency for your time. For every class of at least eight students who receive 16 or more hours of bridge instruction and play, you qualify for a \$350 stipend. If multiple classes are held, each class will need a **separate** form listing dates, times and students of that particular class. You may receive a maximum of five (5) stipends per semester. A semester consists of the spring/summer and fall/winter.

To qualify for the stipend, the following must be complete:

- [ACBL membership](#) dues must be current
- [Completed W9](#) on file with the ACBL, if teaching in the U.S
- [Completed W-8BEN](#) form if teaching in Canada

- Completed ACBL [Teacher Stipend Request Form](#), signed by a school administrator
- Results from [end-of-class tournament](#)
- Paperwork must be submitted within **30 days** of class completion

All stipend documentation can be scanned and emailed to education@acbl.org. Alternatively, the documentation can be faxed to, 662-253-3187 or mailed to:

Education Department
6575 Windchase Blvd
Horn Lake MS 38637

Stipend requests should be signed by the authorized school or facility administrator* and sent within 30 days of the completion of the class. Requests will not be processed prior to the end-of-class date. Upon receipt of all appropriate and complete documentation, a check will be sent to the home address of the teacher. Teachers must be ACBL members to receive the stipend.

*Teachers cannot sign stipend requests for other teachers in the program.