



YOUR SCHOOL BRIDGE LESSON PROGRAM FROM START TO FINISH

Guidelines for Teachers

MAILINGS:

You will receive this mailing plus two shipments of supplies from the ACBL. At the end of the class, the ACBL Education Department will receive one mailing from you.

First Mailing to You from the ACBL

This mailing contains:

- This pamphlet of instructions,
- A student roster with a section for official verification of your class,
- A “Homework” sheet for each student,
- A poster to use to advertise your classes,
- Consent and release forms,
- A collection of materials for the end-of-the-class tournament.

First Shipment to You from the ACBL

Textbooks and E-Z Deal cards will be sent when we receive details of your class (the name of the school, grade level, number of students, start date) and your mailing and e-mail addresses and your phone

Second Shipment to You from the ACBL

Your second shipment will be sent when we know how many students have completed the course and what size T-shirts they will need. The shipment will contain the following:

- A letter to the parents introducing ACBL (please copy and distribute),
- Membership forms for student who don't have Internet access,
- A certificate of participation for each student,
- T-shirts for each student,
- A copy of the ACBL's school *Youth4Bridge* newsletter for each student,
- One trophy, unless additional trophies are ordered and paid for.

End-of-the-Class Mailing from You to the ACBL

Please send the following to the ACBL at the conclusion of your lesson series:

- Your student roster (with class verification filled in by a school official),
- The consent and release forms signed by your students,
- Membership forms from students who became \$5 Junior members and didn't sign up at the ACBL web site,
- Any newspaper article or pictures you would like ACBL to add to the web site,
- A note from a school official verifying that you taught at least 8 students for 16 hours (an e-mail can be sent by the school to Education@acbl.org (or fill in the information at the top of the student roster) and your social security number if you are a first-time teacher.

A check will be sent to you for the class fee upon receipt of the above items. (See Teacher Fees for details on restrictions.)

PROMOTION:

Getting into a School

If you are receiving this mailing, you have already notified the ACBL that you are starting a school class. If there are other ACBL members in your area who would like to try to get a school program started, please contact the Education Department to order school promo packets. Send an e-mail to Education@acbl.org or call us at 662-253-3161.

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.

Enclosed with this mailing is a poster that can be hung on the school bulletin board to advertise your classes and direct students to sign up. For extra copies of the flyer, use your OfficeMax discount card (<http://www.acbl.org/marketing/index.html>)

Flyers to pass out to the students and ads in the school newspaper will also be helpful. You can go to <http://www.acbl.org/marketing/advertising.html> for ad suggestions, templates and ACBL logos.

Advertising

If you create your own flyers or incur an expense when placing an ad in the school newspaper, you might be eligible for some financial aid from the ACBL. Check out the Cooperative Advertising Program for details at <http://www.acbl.org/marketing/advertising.html>.

TWO WEEKS BEFORE YOUR FIRST LESSON:

Register Your Class with the ACBL

Let us know you will be teaching a school class at least two weeks before you begin. ACBL needs the name of the school at which you will be teaching, your mailing and e-mail addresses, your phone number, an estimated number of students, the grade level(s) of the students and your start date. You can contact us by e-mail at Education@acbl.org or by phone at 662-253-3161. If you have already provided this information, your supplies should be on their way to you.

Supplies

When we get your estimate of the number of students you are expecting, ACBL will send you textbooks and E-Z Deal cards (to keep you from having to pre-dupe your practice hands).

Consent and Release Forms

In this initial mailing, you will receive a "Consent and Release" form. Please make a copy for each student and have the parents fill them out. ACBL would like to post pictures from your class on our Junior web site and can't without a copy of this release form for each student pictured.

Publicity

Teachers are encouraged to try to get newspaper and/or TV coverage to publicize their school classes. Please send copies of any newspaper articles (with month/year) or pictures taken along with the consent forms to the ACBL Education Department at the end of your class.

“Homework”

In this mailing, you will find a “Homework” sheet for each of your students. They provide a simple way for students to reach a “Final Contract” that is reasonable. This gimmick allows the students the opportunity to practice and to handle difficult deals. Please go over these sheets with your students in order to encourage them to play between classes.

TWO WEEKS BEFORE YOUR FINAL CLASS:

End-of-Class Tournament

Each SBLS (School Bridge Lesson Series) program should end with a tournament for the participants. In this mailing, you received the following materials to help you run this event:

- * Instructions for running the tournament and general rules for the tournament,
- * A traveling score template with information on how to score the various results,
- * Individual movements for two, three, four and five table games (no ½ tables),
- * An information sheet on matchpointing,
- * A recap sheet to use to enter the scores.

End-of-Class Tournament Supplies

Here are the items you will receive in your “End-of-the-Class” mailing after you have contacted the ACBL Education Department two weeks before your final class.

T-SHIRTS

ACBL provides a school bridge club T-shirt for each student who completes the course. Please notify the Education Department (education@acbl.org) two weeks before your final class as to the number of shirts and the sizes you need. (For T- shirt sizes, indicate small, medium or large. These are adult sizes. Youth sizes were VERY small and were discontinued. There are a few left in stock. If you have very young students, let us know.) Please order carefully. **To save money on shipping expenses, ACBL will ship T-shirts only one time for each class.**

TROPHIES

ACBL will send you one trophy for the winner of your event. The SBLS event is designed as an individual. If you run a pair game, you can purchase extra trophies at \$5 each if you wish.

NEWSLETTERS

A copy of ACBL’s school *Youth4Bridge* newsletter will be sent to you for each of your graduates.

CERTIFICATES

ACBL will provide an attractive four-color certificate of participation for each of your students.

MEMBERSHIP

Let your students know about the special \$5 memberships offered to graduates of a school bridge program. Please make a copy of the “letter to the parents” enclosed in the final mailing and send one home with each student. It identifies the ACBL as the sponsor of the bridge lessons, invites the parents to allow their children to enroll as Junior members and asks them to sign up on the Internet at www.acbl.org. We will send you a few instant memberships for convenience.

Teacher Fees

ACBL pays a stipend of \$350 to any teacher who teaches a minimum of eight students for at least 16 hours, provided the teacher is not being paid by the school or another agency. To receive this fee, a school official must send the ACBL Education Department a short e-mail or note stating that the teacher taught at least eight students for at least 16 hours, or the school official can complete the section at the top of the student roster designated for official verification. If the teacher lives in the United States and is a first-time teacher in the school program, **ACBL needs to have the teacher’s Social Security number in order to process the stipend.**

Please note that teachers will be paid for a maximum of five classes per session (spring/summer and fall). If you start a class in the fall and it doesn’t finish until spring of the next year, it will be considered a spring/summer class.

OUTSIDE THE CLASSROOM:

School Bridge Clubs

Teachers are encouraged to work with the schools to establish bridge clubs where lesson graduates can practice. Encourage your unit to donate supplies to get the school club off to a good start. If the students want to start earning masterpoints and you are willing to run games for them, you can get a student game sanctioned by contacting the ACBL Club and Member Services Department at 662-253-3131.

BridgeBase.com

This fascinating, free web site, created by world champion player Fred Gitelman, offers many learning opportunities for your students. They can play MiniBridge with each other. They can reserve a table in the Open Room and practice together and much more. Your students will be more likely to meet and play online if you lead them through the steps necessary to have this experience. Remember, your students need to practice what they have learned in order to want to learn more.

Learn to Play Bridge (LTPB)

This is ACBL’s free software designed by Fred Gitelman to teach bridge to a beginner. The LTPB program can be downloaded (no fee) from either the ACBL site (www.acbl.org) or the Bridge Base site (www.bridgebase.com).