1. Create lesson schedule for new season during the month of May. Note, there are two lesson schedules.
	1. Have the caller and president review and approve.
	2. Associated file is: Lesson Schedule 2023-2024
2. Update flyer, 4-square and business cards for the first set of new lessons.
	1. Place flyers on Mount Baker Council (MBC) website by emailing them to Penny Curtis.
	2. Send electronic copies of flyer and 4-square to the Fern Bluff Squares (FBS) officers.
	3. Remind others to advertise on Facebook, other places, hand out business cards and put-up flyers.
	4. Associated files are: Fern Bluff SqDn Lesson Flyer Feb 2023; Fern Bluff SqDn Lesson Flyer 2023 Feb - 4 Square; Fern Bluff SqDn Lesson Business Cards 2023 Feb
3. Print 20 of the New Student Information Forms and bring them to the first lesson.
	1. All students must fill out the form so we are able to:
		1. Call them if a lesson or dance is canceled.
		2. Email the club news letter
		3. Sign them up for the insurance that covers them when they are square dancing.
	2. Collect the completed New Student Information Forms and type the information into the FBS roster.
	3. High light the student’s names in light blue.
	4. Send roster to the FBS officers
	5. Have students verify the information was typed correctly.
	6. Associated files are: New Dancer Information Form; Roster 2023 - Rev New
4. Steps 5, 6 and 7 are spread out over time so we do not over well the students.
5. Two weeks after lessons start
	1. Send email explaining the student tab on the Mount Baker Council (MBC) website and how to navigate to the website. Bring copies of the attachment to the lessons.
	2. Send email explaining the Square Dance lesson program. Bring copies of the attachment to the lessons. This explains there is more to learning square dance than just lessons. i.e. Dancing at Student Level Square Dances.
	3. Associated files are: Square Dance Web Site - Mount Baker Council; Square Dance Lesson Program
6. Three weeks after lessons start
	1. Send email explain the Round Tuit Form. Bring copies of the attachment to the lessons.
	2. Associated file is: Round Tuit Form
7. One month after lessons start
	1. Send email explaining TAMinations
	2. Associated file is: TAMinations
8. At every remaining lesson remind the students about the following and have handouts available for each.
	1. Mount Baker Council (MBC) website
	2. Dance at Student Level Square Dances
	3. Attend new student Workshops
	4. Attend lessons at other Square Dance Clubs
	5. Use TAMinations
	6. Encourage all students to get a Round Tuit badge.
	7. Read the New Dancer Handbook
9. Two months prior to graduation print copies of the “New Students - Badge Fee & Dues” for the students.
	1. Ask the FBS President make an announcement
	2. Distribute the printed copies
	3. Vice President will order badges for all new FBS members two weeks prior to graduation
	4. Vice President will bring badges to graduation.
	5. Associated file is: New Students - Badge Fee & Dues
10. Prior to graduation
	1. Print graduation certificate with student name for each student
	2. Print 2 blank graduation certificates
	3. Bring all certificates to graduation
	4. Associated file is: Graduation Certificate
11. Set up carpools to level dances for students and angels.
12. Attend Council Level Student Lesson Coordinator meetings.