

HOW TO SET UP A FIRST AID/CPR CLASS

Requirements:

1. Attendee's must be a GWRRRA member in good standing.
2. Attendee's must be enrolled in Rider Ed. Program Level I or above.
3. All instructors must be certified and must issue completion cards.

Procedure:

1. Make a list of members who will be taking the course, 6 minimum.
2. Collect from each participant a check for \$10.00 payable to "Florida GWRRRA Rider Education". Checks will be returned to members upon completion of the class. No shows will forfeit their deposit.
3. Approval must be obtained prior to the class from the District Educator
4. Mail checks to the District Educators.
5. Mail Sign in Sheet, and include a Formal Invoice from the instructor, to the District Educators upon completion of class.

Helpful Hints:

1. This is a class for your chapter members in your area. You are responsible for setting it up for your members.
2. Instructors will be reimbursed by the Rider Education Program up to a maximum of \$8.00 per student (plus supplies, when necessary).
3. To locate instructors, contact your local Fire Department, Red Cross or check in the phone directory under CPR or First Aid Training.
4. Contact Chapters in your area for additional participation.
5. If you have a problem with the instructor requiring a minimum class size or minimum pricing structure contract the District Educators. We try to remain flexible to the situation.

Please follow these instructions to assist us in having a successful program.
Thank you for your assistance.

District Educators
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