



# Guidelines for Teachers

YOUR SCHOOL BRIDGE LESSON PROGRAM FROM START TO FINISH

## **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 text book. EZ Deal Cards are organized deals to help reinforce the lessons in the text book. 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.

### **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.

Pass out flyers and put ads in the school newspaper to help increase awareness. You can go to <http://www.acbl.org/marketing/adTemplatesLogos.html> for ad suggestions, templates and ACBL logos. Ready made flyers and other resources can be found at: <http://www.acbl.org/teachers/index.html>

### **Advertising**

Check out the Cooperative Advertising Program for details on how the ACBL can help cover your costs at: <http://www.acbl.org/marketing/advertising.html>

## **ONE MONTH BEFORE YOUR FIRST CLASS:**

### **Register Your Class with the ACBL**

Once you have a good idea on the number of students, you can request supplies by sending an email to [education@acbl.org](mailto:education@acbl.org) with New School Bridge Order in the subject line and in the body of the email:

1. **Your Full Name**
2. **ACBL Player Number**
3. **Shipping Address for supplies**
4. **Name of School/Center**
5. **Address of School/Center**
6. **Anticipated Number of Students**

## **Receive Supplies**

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

1. Bidding in the 21<sup>st</sup> Century Teacher Manual; Qty (1) for the teacher
2. Bidding in the 21<sup>st</sup> Century Book; Qty (1) for each student
3. Bidding in the 21<sup>st</sup> Century Playing Cards; Qty (1) for every table, or 4 students
4. Hats; Qty (1) per student and per teacher as requested
5. Letters to Parents; Qty (1) per student
6. Student Applications; Qty (1) per student
7. Student Certificates; Qty (1) per student
8. End of School Tournament Packet; Qty (1)
9. Trophies; Qty (4); (2) trophies for the N/S pair winner and (2) for the E/W pair winner

## **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 Youth4Bridge or 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**

These sheets can be handed out to work on random deals. Use them as you see fit.

## **ONE MONTH BEFORE YOUR FINAL CLASS:**

### **Complete Student Certificates**

To complete them using a printer, you can get a Word template at:

[http://www.youth4bridge.org/assets/documents/certificate\\_of\\_participation.doc](http://www.youth4bridge.org/assets/documents/certificate_of_participation.doc)

## **AFTER COMPLETING YOUR FINAL CLASS:**

### **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 8 students who receive 16 or more hours of bridge instruction and play, you qualify for a \$350 stipend. 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:

- Completed W9 on file with the ACBL, if teaching in the U.S.
- Completed ACBL Teacher Stipend Request Form, with signed authorization

All stipend documentation can be emailed to [education@acbl.org](mailto:education@acbl.org) or the documentation can be sent to:

Education Department  
6575 Windchase Blvd  
Horn Lake, MS 38637

Upon receipt of all appropriate and complete documentation, a check will be sent to the home address of the teacher within a few weeks.

\*Teachers must be ACBL members to receive the stipend. Those teachers who are not ACBL members will be automatically signed up, with the annual membership fee (\$28) being taken from the first stipend.

### **OPTIONS FOR CONTINUAL LEARNING:**

#### **School Bridge Clubs**

Teachers are encouraged to work with the schools to establish bridge clubs where lesson graduates can practice. 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 662-253-3100, ext. 3140.

#### **Youth4Bridge.com**

Please visit [www.Youth4Bridge.com](http://www.Youth4Bridge.com), ACBL's Junior website, with your students and explore it together. We hope the students will enjoy this new feature.

#### **BridgeBase.com**

This fascinating, free website, created by world champion player Fred Gitelman, offers many learning opportunities for your students. They can play Mini Bridge with each other. They can reserve a table in an 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.

#### **Learn to Play Bridge (LTPB)**

This is ACBL's free software designed by Fred Gitelman to teach bridge to a beginner. If you ordered a school promo packet, you received a copy of the CD and can use that to download the program on your school computers and for your students to take home to download on their personal computers. If you don't have the CD, the LTPB program can be downloaded (no fee) from either the ACBL site ([www.acbl.org](http://www.acbl.org)) or the Bridge Base site ([www.bridgebase.com](http://www.bridgebase.com)).