

### **'I Need Materials!' Advice for Facilitators and Coordinators When in Doubt Order and Order Early**

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#### **Facilitators**



Receiving materials before a class occurs is important in ensuring that a class is successful. Participants know when a facilitator is unprepared or unfamiliar with the material presented.

For a successful class, review the facilitator materials over, and over, and over, and over again. Keep in mind that the earlier you order materials, the earlier you receive your materials.

#### **The best ways to determine whether or not you need materials:**

1. If you do not feel you can locate your facilitator materials in a timely manner before the class, please order new materials.
2. If it's been more than 2 years since you've facilitated a class, please consider ordering new materials.
3. Compare the revision number of your materials with the revision number provided on the [IRWA website](#). If you feel your revision number doesn't match the website, please order new materials.

#### **The best ways to order and receive materials:**

1. When you return your signed facilitator contract to IRWA headquarters, please indicated that you need new materials.
2. Provide the street address you want your materials delivered to, keeping in mind that FedEx won't deliver to P.O. Boxes.

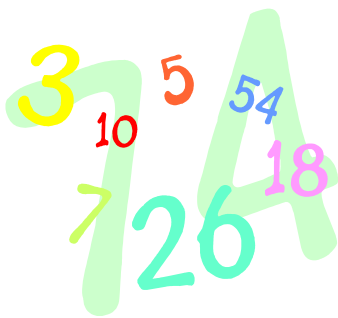


You don't want to wait for materials, so please don't wait until the end of the week to order materials.

## Coordinators

Course materials are essential to ensuring class participants are able to understand the material presented. Although a facilitator may convey information very well, participants need to see the material.

IRWA headquarters ships a standard set of 25 course materials per class, when the coordinator confirms that a course will be held. An important item to consider is, if the coordinator needs to order more or less than the standard 25 sets of materials.



In order to determine the number of course material sets that need to be ordered, the coordinator should check the roster of participants that have registered through the Chapter, and check the roster of participants who have registered through IRWA headquarters. The roster of participants who have registered through IRWA is available by visiting [www.irwaonline.org](http://www.irwaonline.org).

### Ensuring the correct number of course materials are ordered - the scenarios and the answers:

1. I don't need 25 materials

A. IRWA sends out a standard shipment of 25 materials. It is more cost effective for IRWA to send out the standard shipment of 25 rather than a smaller number of materials. Please remember that even if you do not have 25 participants registered, due to various factors, there might be sudden rush in registrations.

2. I need more than 25 materials

A. If you need more than 25 course material sets when its time to place your first material order, please let IRWA know the number of material sets you would like to order. If you anticipate more participants will register, please consider ordering more materials at that time.



B. If have already ordered materials but you find that you need to order more materials, and you are 10 or more business days from the start of the class, please inform IRWA headquarters immediately that more materials need to be ordered. If you anticipate more participants registering before the class starts, please consider order more materials at this time.

3. It's less than 10 business days before class, and I need more materials



A. If you need more materials, and it is less than 10 business days until the start of the class, contact IRWA headquarters immediately. IRWA headquarters will issue you copyright release and digital copies of the course files.

With these items, you will be able to reproduce the number of course materials you need for your class. Please note that IRWA headquarters will credit the Chapter \$25.00 for every course material set that the Chapter produced and used. If a Chapter produces 10 course material sets, but only 4 are used for participants, the Chapter will only receive a \$100.00 credit (total) for the 4 used course material sets. This credit may be used towards the invoice IRWA provides the Chapter at the conclusion of the class.

Any reimbursement requested for copying of materials, must be negotiated between the individual requesting the reimbursement and the Chapter Treasurer. IRWA headquarters will not reimburse copying expenses. When copying materials, IRWA suggests using the least expensive copy facility. Reproduction of materials may be done at Kinko's, any copy center, or company copy room – as long as a copyright release has been issued to the coordinator and/or Chapter.

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