



AIM USA

PARENT HELPER INSTRUCTIONS

LOCAL 804-403-3902 TOLL FREE 1-800-323-3755 FAX 804-403-3905 WEB WWW.AIMUSAINC.COM

Welcome to the AIM USA class. Thank you for being a parent helper, if you have any questions please ask the Instructor / Director or contact the office.

- Parent Helpers are asked to arrive at class 15 minutes before their scheduled class time each week. Parent Helpers responsibilities include registration of new students, checking students into the roster, making change when due, and processing equipment orders.
- Parent Helpers are entitled to a \$4.00 discount on your first child's class fees and a \$3.00 discount for any additional children.
- Discounts apply only to class fees. Parent Helpers pay \$3.00 per lesson (\$4.00 for additional children) on a weekly basis; Helpers are not permitted to pay in full for the entire course.
- Parent Helpers are subject to the \$13 registration fee.
- Helpers need only stay for their child's class time and arrive 15 minutes before child's scheduled class.
- Parent Helper positions are limited and will be assigned on a first come first serve basis.
- Questions e-mail ParentHelpers@aimusainc.com or call 1-800-323-3755

REGISTRATION TABLE PARENT HELPER INSTRUCTIONS

WEEK #1 / REGISTRATION PROCEDURES

Thank you for being a parent helper!

1) Make sure parents have completely filled out and signed the REGISTRATION SLIP and have a WELCOME FLYER from the PAPERWORK TABLE.

2) Ask the Parent:

A) HOW MANY STUDENTS WILL YOU BE REGISTERING?

a. One REGISTRATION SLIP must be filled out per student.

B) WOULD YOU LIKE TO PAY IN FULL OR WEEKLY?

a. Refer to the CLASS FEE WORKSHEET for payment amount.

C) WOULD YOU LIKE TO PURCHASE A UNIFORM / EQUIPMENT TODAY?

a. If the parent wants to purchase equipment an EQUIPMENT VOUCHER must be filled out.

(SEE PAGE #3 & 4 FOR INSTRUCTIONS)

3) In the right hand corner of the registration slips fill in the appropriate amounts for REGISTRATION FEE, CLASS FEE, OTHER / EQUIPMENT FEE, TOTAL and CHECK # if applicable. Refer to the CLASS FEE WORKSHEET for amounts.

4) Provide appropriate change when necessary. If paid by CHECK, Make sure that the check is signed, made **PAYABLE TO AIM** and that address & **TWO** telephone numbers are on the check. Stamp the check FOR DEPOSIT ONLY. Place check or cash into the envelope. Place registration slip into the other envelope.

EQUIPMENT VOUCHER INSTRUCTIONS

Step 1: Enter the students Full Name, Date and Location, Home phone number

Step 2: Check (✓) the items desired for purchase only (\$ received). Do not check items parents just want to order. **(All orders must be prepaid)** If someone wants to request items “without payment” write it on a separate sheet of paper as a reminder for the instructor to have it available “for sale” next class.

Step 3: Enter the total \$ amount of items (✓) at the bottom of the voucher.

Step 4: Collect the total \$ amount and place in the Instructor’s Large envelope.

Step 5: Begin issuing equipment: As each item is issued, place a (✓) in the Y column (YES, equipment received). If an item, or a particular size is not available, place a (✓) under the N column (NO equipment received). DO NOT RETURN \$ TO PARENTS FOR ITEMS OWED. If the parent decides he/she only wants to pay for items received, tear up the voucher, fill out a new one with only the items paid for and received. If the parent paid by check, return the original check to purchaser, recalculate the new total and have purchaser make out a new check for items purchased and received. NEVER REFUND CASH IF A CHECK WAS WRITTEN.

Step 6: After transaction is completed:

I.E.: Voucher filled out completely. \$ collected for items, items issued and marked on voucher, the purchaser can now receive the bottom yellow copy. The top white original copy goes into the instructor’s large envelope. If an item is owed, inform the purchaser to bring the yellow copy of the voucher to class the following week. They will then receive the item(s) owed.

Step 7: ITEMS OWED: The following week when the purchaser gives you their yellow copy of a voucher, issue the item owed, lay the white original on top of the yellow copy and write “rec’d and date” across it and place white copy in the envelope. Give yellow copy and merchandise to the customer


EQUIPMENT VOUCHER

AIM USA SAMPLE EQUIPMENT VOUCHER

STUDENTS FULL NAME _____ DATE _____

LOCATION _____ CLASS TIME _____

PHONE NUMBER _____ RECEIVED TODAY

Count	Size/Style	Price	RECEIVED TODAY	
			YES	NO
_____	Head Band _____	5.00	_____	_____
_____	Mouth Pc. _____	5.00	_____	_____
_____	Nunchaku _____	5.00	_____	_____
_____	Patch  Flag _____	5.00	_____	_____
_____	Cup _____	8.00	_____	_____
_____	Patch _____	8.00	_____	_____
_____	T-Shirt Ch. _____	10.00	_____	_____
_____	T-Shirt Ad. _____	12.00	_____	_____
_____	Focus pad _____	13.00	_____	_____
_____	Blocker _____	15.00	_____	_____
_____	Sport Bag _____	20.00	_____	_____
_____	Sweat Shirt _____	20.00	_____	_____
_____	Shin Pads _____	22.00	_____	_____
_____	Foot Pads _____	22.00	_____	_____
_____	Hand Pads _____	22.00	_____	_____
_____	Head Gear _____	25.00	_____	_____
_____	Sm. Shield _____	25.00	_____	_____
_____	White Uni. _____	30.00	_____	_____
_____	Spar. pack _____	30.00	_____	_____
_____	Black Uni. _____	35.00	_____	_____
_____	Lg. Shield _____	40.00	_____	_____

PLEASE NOTE
ALL SALES FINAL.
ALL ORDERS
MUST BE PREPAID.
804-323-5985

Total Amount Paid \$ _____

Unused Raffle \$ _____

White copy - merchant yellow copy - customer

PARENT HELPER INSTRUCTIONS

WEEK #2 and on

Week # 2 may be even more hectic than week #1. New students will be registering, students need to be checked into the rosters and equipment may be purchased. Students are allowed to register for this program through the third week of classes. On the fourth week of classes, no new registrations are accepted.

Please refer to Week #1 Parent Helper Instructions for registering any new students

Please refer to Week #1 Parent Helper Instructions on any equipment sales

Check In

All registered students need to be checked into the computerized roster each week, with the exception of new students that registered today. The roster is in alphabetical order last name first and includes all students from this location. **Prepaid as well as weekly paid students must check in.** Students that pay weekly are encouraged to bring their payment in an envelope with their name listed on the front. When the student or parent approaches ask for their name or envelope. Look them up on the roster.

Pays weekly

If they pay weekly, the roster will indicate 16 under the week one column. If this is the case, collect their \$7.00 payment, mark 7 in the column for this week's class next to their name. Stamp the child's hand with the hand stamp to indicate to the instructor that they are checked in and paid.

Pre-paid

If the child has prepaid for the entire course, the roster will indicate **62** (8 weeks) **76** (10 weeks) **90** (12 weeks), **106** (14 weeks) or **118** (16 weeks) (depending on length of program). If the child is pre-paid, stamp the child's hand and mark a (✓) or @ next to the child's name in the appropriate class week column.

READING THE ROSTER

The roster is the most important communication tool between Parent Helpers, Instructors and the AIM Office. The roster will indicate the Students Name, Phone Number, Current Rank, and Payment/ Attendance records. Below are the codes to read and enter on the roster.

Roster Code Key:

X = missed class (absent)

@ = Pre-paid student attended class

7 = regular "paid by week "student

7+7 = regular class plus make-up class

'@+@ = Pre-pay class plus Make-up pre-pay class

3 = parent helper fee first child.

4 = parent helper fee for additional children.

= Parent helper pre-pay

3+3 or **4+4** = parent helper regular class plus make-up class

Multiple of 7 amount (**14, 21, 27, 37 etc.**) = student has pre-paid for additional classes. They are considered pre-paid until those classes have been taken.

ALL STUDENTS must check in Weekly, Collect money for pay weekly Students!

Parents are allowed to pay in advance for classes. They must pay in increments of \$7. For example, John wants to pay \$37 tonight. You would indicate on the roster that John paid \$37. In effect, he paid \$7 for tonight's class and \$30 for the next five classes. Five weeks from today he must pay another \$7 for class. Parents may pay off the balance of their class fees at any time. On week 2 they can pay the balance and still receive the discount for paying in full. See the welcome flyer for additional information. After week 2, count the remaining future classes and multiply by 7. This would be the amount they must pay to pay for the rest of the course.