

ART REACH ST. CROIX CLASS PROPOSAL CONTRACT AND GUIDELINES

Thank you for your interest in offering a class through ArtReach St. Croix (ArtReach). Please read the guidelines carefully, and fill out the contract and application form.

ArtReach offers classes as part of our mission to *connect the community and the arts*. We look for quality instructors, accomplished in their field and dedicated to sharing their skills, knowledge and expertise.

The staff will call to discuss your proposal, confirm dates and clarify details.

Instructors selected are hired by ArtReach as independent contractors.

GUIDELINES AND REQUIREMENTS:

1. Compensation for classes is paid on a 60% teacher/40% ArtReach split to ArtReach members and 50% teacher/50% ArtReach split to non-members. The charge for a basic membership is \$35 per year.
2. A "Room Deposit":
 - reserves the classroom and offsets administrative costs for setting up promotion of the class
 - a separate room deposit is required for each new class proposed and due when the proposal is submitted
 - The Room Deposit will be refunded upon completion of the class
 - The Room Deposit check will be returned if proposal is not accepted
 - If the class is not held as agreed, ArtReach will retain this fee for its set-up costs
 - The fee is charged on a sliding scale (See class application form for schedule of fees).
3. ArtReach will:
 - Provides a studio which can be used for day and evening classes
 - Promotes classes as outlined under "Promotion of Classes"
 - Collects and processes the fees paid by students
 - Provides liability insurance for class/workshop time as scheduled.
4. The instructor will:
 - Determines class fees
 - Sets the minimum and maximum number of students for the class
 - Provides a copy-ready materials list if necessary
 - Determines if a separate materials/equipment-use fee is to be charged. If this additional fee is charged, instructors must provide an itemized list of materials and equipment-use that students will receive for the fee. There is no reimbursement by

ArtReach to instructors who choose to provide additional items/supplies/tools/equipment for class or students, which are not originally included on the itemized material list

- Is responsible for providing all copies of handouts, maps, music, lists, etc. that are required for the class
- Will notify registered students and ArtReach about changes in a class schedule or cancellation (please see attached handout for details)
- Is required to leave studio clean after class. All supplies, tools and equipment must be returned to the storage areas and tables and chairs arranged neatly. Instructor will be given a cleanup and closing procedure checklist for the studio they are using prior to the first class. Failure to clean the studio will result in forfeiture of Room Deposit.
- Required to attend an orientation to review building policies (for example, turning off lights and locking doors to secure building) and sign out a building key prior to start of class if class is scheduled outside of business hours.

PROMOTION OF CLASSES:

The combined efforts of both the instructor and ArtReach provide the most effective means to successfully promote and fill a class.

To promote classes ArtReach will do the following:

1. Distribute printed copies of ArtReach Class Schedules (according to our list of shopping centers and organizations which will post Class Schedules on their posting boards).
2. Include class listing on ArtReach website.
3. Promote class via email, direct mail and press releases.
4. Upon Instructor's request, ArtReach can provide printed copies of Class Schedules to the Instructors for promoting the class.

To promote classes Instructors are asked the following:

1. Include his or her biography (3-4 sentences) and résumé describing a background, experience, and interests, which qualify instructor to teach this course. These may be used for schedules and news releases
2. If possible, provide photos, graphic designs or logos to enhance the effectiveness of a news release (in jpeg format).
3. Instructor participation in promotion of classes is encouraged (attached handout contains some other suggestions to help in promotions of your classes).

PAYMENT TO INSTRUCTOR:

1. ArtReach will issue a check for class fees collected, per the agreement, less any credit card or returned checks fees, to the instructor.
2. Checks will be issued within 14 days of class completion, or as arranged for ongoing classes.

OTHER REQUIREMENTS:

1. Selected Instructor agrees he/she is not an employee of ArtReach, nor he/she entitled to any employee benefits, including such benefits as sick leave and vacation. No deductions, withholding of any taxes, FICA contributions, unemployment or any other employee benefits or burdens can be made by ArtReach on behalf of contractor.
2. ArtReach shall be held harmless for any injury, loss, damages, or expense of any nature sustained by Contractor in the conduct of any class, workshop, performances, or in the execution of any duties or obligations pertaining to this agreement.
3. Instructors will complete a W9 form prior to first class.

As a Contracted Instructor with ArtReach, I agree to all of the above stipulations and requirements. I realize that negligence or disregard of the above agreements may result in discontinuation of my classes and withholding of payment by ArtReach.

Title of class _____ **Dates** _____

Instructor's Signature _____ **Date** _____

ArtReach acceptance Signature _____ **Date** _____

Return completed application and a contract package to ArtReach Saint Croix, 224 North 4th Street, Stillwater MN 55082.
Call 651-439-1465 with questions.

2009 Art Reach Saint Croix (Art Reach) Arts' class Cancellation Policy

Art Reach classes may be changed or cancelled at the discretion of the instructor due to low enrollment, illness or personal circumstances. In the case of a change to/or cancellation of your class:

1. Instructors are responsible for notifying both the ArtReach and students as soon as possible.
 2. ArtReach will provide instructors with a list of all registered students, phone numbers and emails which instructors will use to notify their students.
 3. After informing students of change or cancellation, instructor will follow up with ArtReach to confirm that all students were contacted.
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Return completed application and a contract package to ArtReach Saint Croix, 224 North 4th Street, Stillwater MN 55082.
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Date _____

Please, fill out the following information:

Instructor's information:

First and Last name: _____

Mailing address: Street address _____

City _____ State _____ Zip Code _____

E-mail address: _____

Phone number: () - - Alternative: () - -

Class information:

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|---|--|
| Title of class/workshop: | |
| Detailed short description of class/workshop (you can attach a logier version using additional page): | |
| Student's Age level recommended: | _____ to _____ |
| Class size: | Min _____ Max _____ |
| Class Fee: | \$ _____ per class/session (circle one of them). |
| Anticipated date(s) of class/session(s) (multiple sessions are optional): | |
| Session1: | Day(s): _____ Date(s) _____ Time(s) _____ |
| Session2: | Day(s): _____ Date(s) _____ Time(s) _____ |
| Session3: | Day(s): _____ Date(s) _____ Time(s) _____ |
| Pre-requisites (if applicable): | |
| Does this class require material list? (Please, attach material list if you checked Yes): | Check one: _____ Yes _____ No |
| Does this class require special equipment or set up?* | Check one: _____ Yes _____ No |

*NO OPEN FLAMES. ArtReach prohibits use of all open flames including candles, welding torches, etc., without express permission of the Executive Director. Use of open flames without this permission will result in immediate cancellation of any and/or all additional classes offered by instructor.

Are you teaching this class somewhere else? If yes, please give details regarding location, dates, times:

How do you plan to market your class? _____

Schedule of Room Deposit:

Sliding schedule based on the total number of hour's classroom is reserved. A Room Deposit is required for each separate class offered. See contract for detailed explanation. Choose and check one that matches your requirements:

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|--------------------------|---|
| <input type="checkbox"/> | - \$15; One-day class up to 4 hours. |
| <input type="checkbox"/> | - \$20; Class series of 2-3 meetings, up to 4 hours per class meeting. One-day class over 4 hours. |
| <input type="checkbox"/> | - \$25; Class series of 4-7 meetings, up to 4 hours per class meeting. 2-day class, over 4 hours per class meeting. |
| <input type="checkbox"/> | - \$45; Class series of 8 or more meetings, up to 4 hours per class meeting. |
| <input type="checkbox"/> | - \$60; Three or more day class, over 4 hours per class meeting. |

Application Package checklist:

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| <input type="checkbox"/> | 1. Signed and dated Contract |
| <input type="checkbox"/> | 2. Check or money order for Starter fee. |

Digital files to be submitted by email to info@artreachalliance.org:

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|--------------------------|---|
| <input type="checkbox"/> | 1. Digital Instructor's Biography and resume. 2 Biographies': One paragraph and another one sentence in length. |
| <input type="checkbox"/> | 2. Class description: One paragraph and another one sentence length, for calendar and website. |
| <input type="checkbox"/> | 3. Copy-ready materials list, if applicable. |
| <input type="checkbox"/> | 4. Itemized list of materials and equipment-use to be covered by materials fee, if applicable. |
| <input type="checkbox"/> | 5. Optional photo or graphic of self or previous class work (jpeg or PDF). |
| <input type="checkbox"/> | 6. Press release text. |

All checkboxes above must be completed and turned in before class can be accepted.

After acceptance, please, schedule a date and time for orientation (if you are new instructor) and a building key check out.

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| <p>Staff use only.</p> <p>Date rec. _____ Accepted Y N</p> <p>Complete Y N Renewing Y N</p> <p>Confirmation Sent Y N</p> |
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| <p>Staff use only.</p> <p>Waived Y N Initials _____</p> <p>Room Deposit paid Y N Date _____</p> <p>Amount \$ _____ Check # _____</p> <p>Other payment (specify) _____</p> |
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