



P.O. Box 477, Wurtsboro, NY 12790
73 Sullivan Street
www.waagallery.org

2024 CLASS PROPOSAL FORM (Non Grant classes)

(Class proposals should be submitted to the Board one month before start of class.)

Instructor Name _____
(Please submit separate sheet with bio information.)

Name of Class _____

Description: _____

Proposed Date(s): _____

Duration: _____ Time: _____

Minimum Students # _____ Maximum Students # _____

Age range: _____ Any Prerequisites? _____

Fee to Student/Donation: _____

(Fees are to be paid to the Wurtsboro Art Alliance.)

(Note: The WAA retains 20% and pays 80% to the instructor. Instructor's payments will be made by the WAA within two weeks of the ending class.)

Materials list (*for students to bring) or provided by instructor. _____

Education Committee: _Date received: _____

_____ Approved as is _____ Denied – Reason _____

_____ Approved with the following changes: _____

Classes are to be taught by active members of the Wurtsboro Art Alliance, hereafter referred to as WAA. Classes are to be taught at the WAA gallery unless otherwise noted. The instructor will be responsible for set up and clean up of classes. A volunteer member of the WAA can serve as an unpaid aid to help with set up, clean up and help during the class, if requested.

Maximum number of students per class is to be determined by the instructor. Instructor's should consider an "end of enrollment date" to avoid walk-ins and over enrollment.

** Instructors must have the Course Registration Form and Class Attendance Form filled out at the time of class and submitted into the Folder for Grant Class Attendance in the desk draw in the front room. Copies of these forms will also be in that draw.

Teaching fees will be paid the month following the class.

The WAA will post class information, supplied by the instructor and pertaining to the class, at the gallery. A sample of the finished project or example of technique should be provided for display and advertising purposes. The WAA will also post on the WAA Facebook (and social media art sites) and Website sites and be included in the Canvas press release and ad prior to class date when possible.

Registration forms and review forms will be the property of the WAA, copies will be supplied to the instructor upon request.

Photos from the class may be posted to the WAA Facebook and Website pages with approval of the instructor and **attendees** for advertisement purposes. (Please see student's registration form where we ask for their permission to allow us to use copies of photo's that might be taken of them during class participation.)