

Guidelines and Information for Teachers

AANNY (Sackets Harbor Arts Center) tries to offer a variety of workshops and classes that are open to members and non-members. You do not need to be an AANNY member to teach. Please be advised that classrooms are on the second floor accessed by stairs.

We will advertise the class on our website, at the art center, at the Sackets Harbor Visitor Center, on social media, and on local websites. It is very important to get your information to us by early February so that we can take advantage of seasonal publications with early deadlines. I am also planning to create a Program Guide which we can print and distribute at our Gallery. Please advertise your class on your personal website, social media, etc.

Cost of Class

The teacher will receive 75% of the total cost charged to MEMBERS. AANNY receives 25% of the total cost to members plus any additional cost charged to NON-MEMBERS which we will add. So make sure that your cost of materials, supplies and your teaching fee is included in your total cost to students. **If you have substantial supply costs per student, please list that cost separately, that payment will be paid to you at the beginning of your class directly to you by the students.**

Please fill out the following and return to theresamehaffy@gmail.com

Your Name: _____

Your Mailing Address: _____

Your Contact Information: Phone: _____ email: _____

Name of Class _____

Medium (Oil, watercolor, jewelry making, etc.) _____

Total cost of class to AANNY members, AANNY will retain 25% of this amount \$ _____. Separate supplies cost for each student if any, this will be paid by the student directly to you \$ _____

Date(s) offered _____

Time(s) _____

Skill level _____ Minimum # of students _____ Max _____

What will be provided? Please list all materials that the student is required to bring to class **OR** if the materials will be supplied by the teacher, please note that. If you have a materials list that students need to bring, please attach separately.

Short description of class: (if you need more space you can send your description separately)

Please send a jpeg of your project or painting to theresamehaffy@gmail.com

The week before your scheduled class, please check the Class Binder for the number of students registered. You can check in person or call the arts center at 315-646-3502 during open hours and the volunteer working can check the binder for you.

If you wish to cancel a class for lack of students or any other reason, please contact me and any students that are registered. Students' contact information will be in the Class Binder.

On the day of your class let the volunteer on duty know you have arrived. Please arrive early enough to set up before the start time of the class. The volunteer can show you to the classroom and show you the location of the light switch and AC. Retrieve the registration sheet for the class from the Class Binder. Place a check mark next to the names of students that are in attendance. Give this sheet to the volunteer who is working. You will be paid by check mailed as soon as possible after the treasurer has this sheet and does the calculations. Please be sure we have your mailing address.

At the end of your class wipe up any spills, sweep up the floor if needed. Leave the room in the condition as found. Payment may be withheld if the room is left in a messy condition, paint or residue on the floor, table, or furniture, materials scattered on tables and/or floor, etc. If plastic table covers are not suitable to be used for the next class, please put them in the trash, otherwise leave them on tables.

Turn off lights and the AC if on.

If you have any questions or concerns, please contact Theresa Mehaffy

theresamehaffy@gmail.com

315-771-5029