

EDUCATION ADVISORY COUNCIL

Responsibilities

- Planning, scheduling, coordinating classes for Guild members in accordance with the Guild's mission statement for providing quality education.
- Acquiring and coordinating teachers/lecturers for monthly Guild meetings.

Members of EAC

- Chairman - appointed by president
- Co-chairman
- Program Coordinator
- BOM chairman
- Small Groups chairman

Chairman can choose her committee and add members as needed.

Duties of Chairman

- Delegate responsibilities to committee members who in turn can recruit volunteers to help as needed. All duties listed below can be delegated to other committee members.
- Provide monthly programs for general meeting. Obtain contracts for general meeting lecturer/teacher.
- Review contracts for teachers, programs and expenses related to education.
- Accept fees, receipts and monies submitted for education, following procedure provided under by-laws for Treasurer.
- Maintain records for all related educational activity; records include teacher questionnaires, class proposals, teacher contracts, registration forms, brochures or posters, files for each class. Class files should include contract, time, date, name of class, supply list, registration slips.
- Review class proposals and choose classes with other members of EAC.
- Prepare contracts for teachers/lecturers.
- Aid teachers in scheduling classes.
- Aid teachers in publicizing classes.
- Secure a location/venue for the classes.
- Cancel the location/venue with those in charge if class is canceled.
- Call location/venue to be sure tables and chairs will be set up for the class.
- Maintain a table at the general meeting, collect class fees and promote upcoming classes.
- Prepare an Open House for the purpose of promoting the classes.
- Prepare an article to be placed in monthly newsletter to promote the classes.

- Provide a class roster to the teacher a week before the scheduled class.
- Provide a list of classes for the Guild website.

Duties of the WPQG Teacher

- Present class proposals to EAC chairman at least **three months** in advance of Open House. All information must be included, a picture of proposed project, supply lists, description of the class, what will be taught, minimum/maximum # of students in class, etc. If this is not received, the class will not be accepted.
- Contact chair if class roster is not received a week before scheduled class.
- Arrive 30 minutes early to venue for setup, i.e, ironing boards, irons, posters, cords. (Be sure you know where stored Guild items are located.)
- Bring money for change if a kit fee is involved with class. Kit purchases are done before class begins.
- Wear Guild membership badge.
- Make basic housekeeping announcements before class begins.
- Before leaving venue, check for anything left behind, check floor for dropped pins, thank venue for allowing you to use the room and let them know you are leaving.
- If the teacher wants the students to fill out an evaluation/critique, it is the teacher's prerogative. A form for this can be found in the Policy/Procedures. EAC does not require this be done.
- Kits and the monies paid for them are the responsibility of the teacher. Collection, distribution and refunds are entirely the responsibility of the teacher.
- Post class responsibility of the teacher is to email, mail or hand the EAC chairman a class roster not just a number of students who attended. Indicate who was present and who was not present. If a member showed up without registering and paid the day of class, indicate this on the roster. (A registration form will need to be generated for that member and fees given to the Treasurer.) EAC chairman will then submit a payment request to the Treasurer who will then process the payment according to Guild policy.

Class Fees

Type of Class	Student Fee	Guild Payment	Teacher Payment
1-day class	\$20	\$2	\$18
Each additional day of same class	\$15	\$0	\$15

Open House 5% Discount

Type of Class	Student Fee	Guild Payment	Teacher Payment
1-day class	\$19	\$1	\$18
Each additional day of same class	\$15	\$0	\$15

- An honorarium of \$100 will be paid to WPQG members providing a general meeting program.

Refund Policy

Unable to attend a class you have paid for:

- Notify the Education Chairman or teacher as soon as possible to see if there is a waiting list and your spot can be filled.
- If spot can be filled, a refund will be issued.
- If spot CANNOT be filled, no refund will be issued.
- If you miss a class, no refund will be issued.
- If there is no waiting list, you, personally, can sell your class space to another member. This is a private transaction and the Guild assumes no responsibility for this transaction. If this does occur, you need to notify the chairman with name and phone number of your replacement. Selling member is responsible for providing the replacement with class supply list, instructions or any other pertinent information about the class.
- In case of a sudden illness or family emergency, you must submit a written request to the Education Chairman no later than two weeks after the scheduled class with an explanation of the circumstances. This request will be presented to the Board at their next meeting for a decision.
- If the teacher cancels a class, the student is entitled to a full refund.

National Teacher Requirements

If it is your desire to become a nationally certified quilt teacher/lecturer, please check the AQS and/or NQA websites for criteria.

WPQG TEACHER QUESTIONNAIRE

Please fill in the blanks or circle the appropriate response. Include comments and details.
Continue on reverse if needed. You may attach a resume or additional information if you wish.

1. How long have you been a member of WPQG? _____

NAME _____ PHONE _____
ADDRESS _____ CITY, ZIP _____
E MAIL _____ CELL PHONE _____

2. Have you previously taught class (s) or workshop (s) for WPQG? Yes No. If yes,
explain where, when, what.

3. What kind of quilting do you enjoy most - check all that apply: Piecing Appliqué
Fabric manipulation Embellishment Hand Machine Bed quilts Wall Quilts
Small Quilts Garments Boutique items

4. What do you consider your area (s) of expertise or specialization as a quilter? _____

5. What would you like to teach? What would be the name of your class? _____

6. Why are you interested in teaching for WPQG? _____

7. Please provide any other comments about the class. Also provide the committee with a
picture and description of your class proposal. _____

CLASS PROPOSAL WORKSHEET

Note: Please fill in the blanks or check the option (s) that apply.

Teacher: _____ **Class Title:** _____
Date: _____ **Phone:** _____ **E-Mail:** _____

Are you willing to teach this as an evening or Saturday class also? Yes No

Student Skill Level: Beginner, Competent Beginner (has basic rotary, hand, and machine skills), Intermediate, Advanced

Type of Class: Technique, Project, Make & Take, Other _____

Techniques to be taught: Hand piecing, hand appliqué, hand quilting,
 machine piecing, machine appliqué, machine quilting. Other _____

Class time needed: 1/2 day, 1 day, 1/2 days, 2 days, Other _____

How long between classes if more than 1 day is required? _____

If Series Class: Number of Sessions _____ Interval Between Sessions _____

Number of Students: Maximum _____ Minimum _____

Supplies: Optional Kit available? Yes No Cost: _____ Content: _____

Required Kit? Yes No Cost: _____ Content: _____

Copyrighted Pattern or Book Required? Yes No If yes please provide title, author, publisher with address/phone, copyright date, and price. _____

PLEASE INCLUDE CLASS DESCRIPTION FOR PUBLICITY ON THE BACK

For Office use only: Please do not write below this line.

Date (s) Scheduled: _____ Time (s): _____ Place: _____
Date: _____ Approved: _____

Photo:	Attached _____	Rec'd Date _____	To Be Mailed	To Be Obtained
Supply List:	Attached _____	Rec'd Date _____	To Be Mailed	To Be Obtained
Pre-Class Prep:	Attached _____	Rec'd Date _____	To Be Mailed	To Be Obtained

TEACHING CONTRACT

Teacher:	
Class Title:	
Location:	
Date (s):	Time (s):
Students:	Minimum: Maximum:
Fee	Please refer to the Class Fee section under Education Advisory Council Policy and Procedures
Cancellation by Guild	West Pasco Quilters' Guild, Inc. reserves the right to cancel this contract before <i>(date)</i> _____ due to nonparticipation of required number of students.
Cancellation by Teacher	If the teacher requests cancellation of the class, WPQG, Inc. has the right to offer a similar class to the membership with a substitute teacher.
Promotional Opportunities	It is understood that the teacher will aid the EAC in promoting the above class as necessary by attending (or having representation) at the Education Open House to be held <i>(date)</i> _____ and Membership meetings as necessary.
Supply List	The teacher will provide copies of the supply list to EAC 3 weeks before the class. EAC will distribute copies to the registered students. The list must contain a heading with WPQG at the top then the teacher's name, contact information, class date, location, list of supplies and any other pertinent information the teacher needs to provide to the students.
Class Sample (s)	The teacher will have class sample(s) for the above class at all promotional opportunities.
Class Patterns/Kits/Tools to be purchased by student	If the teacher offers kits, patterns, tools for the class, the teacher is required to acquire the items, distribute to students, and collect the associated fee. If the item is a requirement for the class, the item must be listed on the supply list along with the price. It is <u>not</u> the responsibility of WPQG, Inc. to purchase these items for the teacher.
Education Promotion	The teacher will provide a photo of the class sample (s) along with a 100-150 word description of the class to be published in the class offering brochure and or poster. EAC will decide if a brochure or poster will be published.
Guidelines	The teacher will comply with the attached guidelines.

TEACHING CONTRACT (continued)

Evaluation	The teacher may or may not want the students to fill out an evaluation form of the class. This is not a requirement.
IRS requirements	Federal law requires the Guild to submit IRS form 1099 for each independent contractor to whom the Guild makes payment in excess of \$600 per year. A copy of the form will be provided in January for the preceding year, and it is the teacher's responsibility to include such income on her/his individual tax return. The teacher's social security number is required below in order for payment to be made.
Teacher:	
Class Title:	
Location:	
Date (s):	Time (s):

The Education Advisory Council agrees to the provisions of this contract and attached guidelines.	The Teacher agrees to the provisions of this contract and attached guidelines.
West Pasco Quilters' Guild, Inc. Education Advisory Council	Teacher
<i>Signature</i>	<i>Signature</i>
<i>Print Name</i>	<i>Print Name</i>
<i>Date</i>	<i>Date</i>
<i>Copy for Teacher</i> <i>Copy for Education</i> <i>Copy provided to Treasurer</i>	<i>Return signed copy by (date): _____</i> <i>to:</i> <i>Chair – Education Advisory Council</i> <i>PO Box 574</i> <i>Port Richey, FL 34673</i> <i>Important: If contract is not received by above</i> <i>date, class will not be published in the education</i> <i>brochure.</i>

(Place on Guild Letterhead)
WPQG Contract for Guild Meeting Program

Name _____

Address _____

Phone Number _____

Date _____

Time/Location _____

Description of presentation (45-60 minutes): _____

Special equipment or assistance needed: _____

The WPQG pays a \$100 honorarium to **members** who contract to provide a program for the Guild. Businesses will be allowed to offer their goods for sale to our members prior to and following the Guild meeting.

WPQG Program Presenter: _____ Date: _____

Authorized Guild Representative: _____ Date: _____

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WPQG retains original contract. Please make a copy for your own records.

**WPQG Class Evaluation**  
(not a requirement)

**Class** \_\_\_\_\_  
**Teacher** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Location** \_\_\_\_\_

Did the class and facility meet your expectations? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What did you learn? \_\_\_\_\_  
\_\_\_\_\_

Were the supply lists and instructions easy to follow? \_\_\_\_\_  
\_\_\_\_\_

Was there adequate assistance in the classroom? \_\_\_\_\_  
\_\_\_\_\_

Would you recommend this class to others? \_\_\_\_\_  
\_\_\_\_\_

Would you recommend taking another class taught by this instructor? \_\_\_\_\_  
\_\_\_\_\_

Was there anything that the instructor could have done to make this class better?  
\_\_\_\_\_  
\_\_\_\_\_

What is your overall reaction to the class and the instructor? \_\_\_\_\_  
\_\_\_\_\_

What other classes would be of interest to you? \_\_\_\_\_  
\_\_\_\_\_

Use the back for any additional comments. Thank you.