

**SEBASTOPOL CENTER FOR THE ARTS
CLASS PROPOSAL GUIDELINES AND CONTRACT**

Thank you for your interest in offering a class through Sebastopol Center for the Arts (SCA). Please read the guidelines carefully, and fill out the contract and application form.

SCA offers classes as part of our goal to educate and promote community involvement in the arts. We look for quality instructors, accomplished in their field, and dedicated to sharing their skills, knowledge and expertise. SCA's Education Program Manager will call to discuss your proposal, confirm dates and clarify any items that are not clear.

2009 Sebastopol Center for the Arts Class Application Schedule

The following deadlines correspond with the publication & mailing of SCA's class schedule 4 times per year.

Quarter	Months	Application deadline	Mailed	Receive date
Winter 09	Jan-Apr+	Nov 15, 08	Dec 20, 08	Jan 1, 09
Spring 09	Apr-July+	Feb 15, 09	Mar 26, 09	April 1, 09
Summer 09	July-Oct+	May 15, 09	June 25, 09	July 1, 09
Fall 09	Oct 09-Jan 10+	Aug 15, 09	Sept 23, 09	Oct 1, 09

+ Please note that quarters overlap by one-month – allowing for double exposure for classes that are scheduled 3-6 months in advance.

GUIDELINES AND REQUIREMENTS:

1. Instructors selected for this program are hired as **independent contractors**
2. Compensation for classes is paid on a 67% teacher / 33%SCA split to SCA members; and a 57% teacher / 43% SCA split to non-members. Classes held at a location other than SCA are paid on a 77%/23% split, and can be offered by *members only under special circumstances*. Basic membership is \$40 per year.
3. A '**starter fee**' is required on new classes, or for classes that have unsuccessfully been offered in the past. The starter fee is due when the proposal is submitted.
 - The starter fee reserves the classroom, and offsets administrative costs for setting up and promoting the class.
 - A separate starter fee is required for each new class proposed.
 - The starter fee is fully refundable if the class is held as agreed.
 - If the class is not held, SCA will retain this fee for set-up costs. Starter fees are charged on a sliding scale. See class application form for schedule of fees.
4. The instructor:
 - 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 SCA to instructors who choose to provide additional items/supplies/tools/equipment for class or students, which are not originally included on the itemized materials list.*
 - Is responsible for providing all copies of handouts, maps, music, lists, etc. that are required for class. SCA staff will not make any copies of class materials for you.
5. The instructor will notify registered students AND SCA in the event of a class **change or cancellation**. *Please see attached handout for details.*
6. Studios at SCA are used for day and evening classes. All instructors using the classroom will leave it clean; supplies, tools and equipment returned to storage areas; and tables and chairs arranged neatly, (and according

to posted diagram in the ceramics/mixed-media studio.) Instructors will be issued a clean up and closing procedure checklist for the studio they are using prior to the 1st class.

7. Instructors are required to sign out a classroom key and attend a brief, orientation prior to start of class. A key deposit of **\$50** per key will be charged for each key checked out.

PROMOTION OF CLASSES:

The combined efforts of both the instructor and SCA provide the most effective means to successfully promoting and filling a class.

SCA will do the following to promote each class:

1. Classes are listed in the SCA Class Schedule, which is included in 4,500 copies of the newsletter. Approximately 3000 of these are mailed to SCA’s membership, supporters, and former students.
2. Copies of SCA Class Schedules are distributed around Sebastopol and sent to art supply stores, local schools, colleges, and local businesses, etc.
3. Upon instructor’s request, SCA will provide up to 10 copies of the Class Schedule for instructor's use in promoting the class.
4. SCA classes are included in SCA’s website www.sebarts.org, monthly emails, calendar listings and news releases sent to local newspapers and appropriate media centers. However, in spite of our best efforts, newspapers do not guarantee printing.

Instructors are asked to provide the following to help promote their class:

1. Instructors are encouraged to promote their own classes. *Please see attached handout for suggestions.*
2. Instructor must include a 3-4 sentence biography and resume describing background, experience, and interests, which qualify you to teach this course. This may be used for schedules and news releases.
3. Photos, graphic designs, or logos can enhance the effectiveness of a news release. If possible, please provide one photo or graphic per class.

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- Instructors selected for this program are hired as independent contractors. As a contractor, the instructor agrees that he/she is not an employee of Sebastopol Center for the Arts, nor is he/she entitled to employee benefits such as sick leave and vacation. No deductions, withholding for any taxes, FICA contributions, unemployment, or any other employee benefits or burdens will be made by SCA on behalf of the contractor.
 - SCA shall be held harmless for any injury, loss, damages, or expense of any nature sustained by Contractor in the conduct of any class, workshop or performances, or in the execution of any duties or obligations pertaining to this agreement.
 - As a contracted instructor with Sebastopol Center for the Arts’ Education Program, I agree to all of the above stipulations and requirements. I realize negligence or disregard of the above agreements may result in discontinuation of my classes and withholding of payment by Sebastopol Center for the Arts.

Title of Class _____ Quarter/year _____

Instructor’s Signature _____ Date _____

Instructor’s Social Security # _____

Education Program Manager Signature _____ Date _____

Return completed application and contract to Sebastopol Center for the Arts, 6780 Depot Street, Sebastopol CA 95472. Call 707-829-4797 with questions. Fax 707-829-0369.

2009 Sebastopol Center for the Arts' Class Cancellation Policy

SCA 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 Art Center and all registered students as soon as possible.
 2. The Art Center will provide instructors with a list of all registered students and their phone numbers which instructors will use to notify their students.
 3. After informing students of change or cancellation, instructor will follow up with SCA to confirm that all students were contacted.
- Calling previous students and/or currently enrolled students and asking them to retake the class or to bring a friend.
 - Personal phone calls from the instructor leave a positive impression with the students, who may want to sign up for your next session.
 - In instances of when nearly enough students are registered to run a class, instructors are encouraged to attend at least the first class meeting before canceling. Some individuals fail to pre-register, yet often do show up the first class meeting, thus filling out the enrollment.

Promoting Classes to Build Enrollment

Although SCA does a great deal to promote classes, many of the most successfully attended classes are those promoted by the instructor. The following is a list of suggestions for promoting your class. Upon your request, SCA staff is also willing to assist you in exploring other ideas to help get the word out.

1. **Flyers:** Design an attractive, easy to read flyer that can be posted or mailed. SCA requests the opportunity to proofread the flyer before it is distributed. Include SCA's phone #: 707-829-4797. Copying and distribution of class flyers are the responsibility of the class instructor, although copies can be left at SCA to be posted on bulletin boards.
2. **Mail / Email Lists:** Develop a mail list of previous students, fellow artists, friends, etc. that you can send your flyer to.
3. **Press Release:** Write a brief press release that can be sent to local media regarding your class. Most publications request listings 3-4 weeks in advance of scheduled date. Most can be faxed or emailed to as well. Site and email addresses can be found within most publications or on their websites. Be sure to include all pertinent information including SCA's address and phone. Photos of artwork and/or the instructor are may accompany press releases – include a self-addressed, stamped envelope if you want photos returned. Some sources include:
 - Press Democrat Events Calendar
 - The North Bay Bohemian Events Calendar
 - Sonoma West Times & News, Healdsburg Tribune & Windsor Times'
 - "Discoveries Section"
 - The Forestville Gazette
 - Riley Street Art Supply Store newsletter
 - KRCB – especially for performing arts programs
 - Parent's Journal
 - Many other press publications in the Bay Area
4. **Free Introductory Workshops:** SCA studio's are available to rent for you to hold free introductory workshops. Please see SCA for available times and rental rates.

SCA INSTRUCTOR'S CONTRACT & CLASS APPLICATION: **New Classes**

Instructor's Name _____ Quarter/year _____
Mailing Address _____ E-mail _____
City/ Zip _____ Phone _____
Title of Class / Workshop _____
Detailed Short Description (longer version to be email to jenserra@sonic.net) _____

Age level _____ Class size: Min _____ Max. _____ Class fee _____

(All offers of scholarships or discounts must be approved by SCA staff to be effective.)

Multiple sessions are optional.

Session 1: Day(s) _____ Date(s) _____ Time(s) _____
Session 2: Day(s) _____ Date(s) _____ Time(s) _____
Session 3: Day(s) _____ Date(s) _____ Time(s) _____

Pre-requisites (if applicable) _____ Does this class require a materials list? Yes No

Special equipment or set up** _____

****NO OPEN FLAMES.** SCA prohibits use of all open flames including candles, welding torches, etc, without express permission of Education Program Manager and/or 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 same class anywhere else? If yes, please give details regarding location, dates, times:

In addition to the contract suggestions, how do you plan to market your class? _____

Schedule of "starter fees"

Sliding scale based on the total number of hour's classroom is reserved. A starter fee is required for **each** separate class offered. Choose one that matches your classroom use. See contract for detailed explanation.

- \$15.00; One-day class up to 4 hours.
- \$20.00; Class series of 2--3 meetings, up to 4 hours per class meeting. One-day class over 4 hours.
- \$25.00; Class series of 4--7 meetings, up to 4 hrs per class meeting. 2-day class, over 4 hours per class meeting.
- \$45.00; Class series of 8 or more meetings, up to 4 hours per class meeting.
- \$60.00; Three-or more day class, over 4 hours per class meeting.

APPLICATION PACKAGE CHECKLIST:

- 1. Signed and dated contract.
- 2. Check or money order for "starter fee".
- 3. Building key deposit of \$50 per key required on SCA keys. Deposit returned upon with return of key(s) to SCA.
- 4. Self addressed, stamped (Forever Stamp) envelope per class if wanting instructor payment sent.

Digital Files to be submitted by email to Jennifer Serratore at jenserra@sonic.net

- 4. Digital Instructor Bio & resume. 2 Bio's : One paragraph and one sentence in length.
- 5. Class description: one paragraph and one sentence in length.
- 5. Copy-ready materials list.
- 6. Itemized list of materials and equipment-use to be covered by materials fee, if applicable.
- 7. Optional photo or graphic of self or previous class work.

ALL checkboxes must be completed and turned in before class can be accepted. After acceptance

- 8. Schedule orientation (new instructors) and check out keys one week before class starts.

RETURN TO: Sebastopol Center for the Arts, 6780 Depot Street, Sebastopol, CA 95472. Fax: 829-0369. Questions: 829-4797.

Staff use only. Date rec. _____ Accepted Y N
Complete Y N Renewing Y N Confirmation sent Y N
PS _____ EC _____ DB _____ CG _____ Master _____ Reg form _____

Waived Y N Initials _____
Starter fee paid Y N Date _____
Amount \$ _____ Check # _____ CC Cash