

## Teaching Contract - Local

This will confirm our understanding that \_\_\_\_\_ (the Teacher) will present the following classes(s) for \_\_\_\_\_ (the Shop).

	Class Title	Length	Date	Time
1				
2				
3				
4				
5				

### **Fees, Expenses and Cancellation Policy**

The Shop will be responsible for all teaching fees and customary and reasonable expenses associated with the above named class(es), including but not limited to travel fees. The teacher will provide a bill at commencement of each class and payment is due at that time.

The Shop agrees to give 7 days notice of cancellation, if cancellation is necessary due to low class enrollment or other conflict. If the Teacher must cancel due to unexpected events (such as illness, a death in the family, etc.), she will give as much advance notice as possible and reschedule as agreed to with the Shop.

### **Summary of Fees & Reimbursable Expenses:**

Option 1: Teaching fees calculated at \$XX / student (minimum 5 students)	
Option 2: Teaching fees calculated at \$XX / class hour	
Travel fee (round trip miles times current IRS rate)	
<b>Estimated Minimum Due at Completion of the Class(es)</b>	

**Teacher Responsibilities:** The Teacher will be responsible for the following:

- Provide a sample of the project being taught at least 45 days prior to the first class. The sample will remain the property of the teacher.
- Provide a complete list of required supplies, specifying brand specific supplies available from the shop whenever possible and appropriate.
- Provide a detailed description of student skill prerequisites and any pre-work required for class prior to the opening of class registration.
- Arrive to class at least 15 minutes before the beginning of each class session.
- Provide all class handouts at no charge (if not using a commercially available pattern) and warrant that said materials are the Teacher's original work.
- Agree to not offer this same class(es) to any other venue within 100 miles radius of the Shop for 6 weeks before and after the schedule class dates.

**Shop Responsibilities:** The Shop will be responsible for the following:

- Provide materials for class sample to the teacher at no charge at least 90 days prior to the class date.
- Provide an area appropriate for the class being offered including either Dry-Erase Board or Flip Chart and markers.
- Advertise class in all appropriate venues, manage student registration including distribution of the class information sheet and collect all class fees.
- To first notify the Teacher at the earliest possible date if the need arises to cancel the class and then contact students providing any information agreed to by the Teacher and the Shop representative. (e.g. Class cancellation due to weather and the date and time class is to be rescheduled.)
- Have a Shop representative available 30 minutes before the first class to confirm class registration, collect any remaining fees and assist with last minute supply purchases.

**Handouts and Supplies:** The Teacher’s Fee includes handouts for students who attend the class. Registrants who do not attend the class will not receive class handouts and copies are a violation of copyright law.

A complete list of homework and necessary supplies will be provided to the Shop upon receipt of the contract. A limited number of classes require an additional supply fee to cover materials provided by the instructor. In such a case, it will be stated in the homework and supply list. The supply fee will be collected directly from the students prior to class.

Teacher: \_\_\_\_\_

Shop: \_\_\_\_\_

Address: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_