



Greater Livingston County Arts Council

Classroom Instructor Policy

The pottery studio and classroom space at the art center is a space intended to be used to offer art experiences to anyone interested in sharing and learning about art. Any member who is interested in offering classes through the art center and in the pottery studio and classroom is required to be familiar with and follow these guidelines.

1. Classes offered at the art center are advertised in GLCAC/PCAC flyers, on facebook, and through email. Therefore, every class must be facilitated by approved member instructors as representatives of the art center. No classes will be offered at the art center by independent instructors. The art center is not in the business of promoting an individual's art business; therefore, the classroom space is not for rent for the purpose of promoting an individual artist or business other than that of the art center.
2. If you have an idea for a class, please present your idea in writing to the Education Committee on the "Class Proposal" form. This form asks you to provide:
 - a. a class description
 - b. dates and time requested
 - c. suggested student fee (general guidelines are \$30 per individual session/class if pottery materials and equipment are used and \$25 per individual session/class for other offerings)
 - d. minimum and maximum number of students
 - e. class supplies and estimated cost (if any). Please note that any materials purchased by the art center that are left over after the class is finished will become property of the art center and should be left at the art center.
 - f. instructor's preference to be paid the set \$20 per scheduled hour stipend or to waive the stipend. *GLCAC is a not-for-profit organization. No instructor may incur more than the approved \$20 per hour classroom stipend.*
3. The general rule of thumb for minimum number of students and materials cost is that the art center wants to offer a variety of art experiences for students but cannot operate the art center at a deficit; therefore, if the amount collected in fees does not cover the cost of the instructor (if the instructor opts to be paid) and the cost of materials, the class will be cancelled.
4. It is the responsibility of the instructor to do the set-up before each class and the clean-up after each session.
5. Each instructor is required to read these guidelines and sign below:

Yes, I have read the Classroom Instructor Policy and will abide by the stipulations stated in it.

_____ Signature _____ Date

Class Proposal

Class Information

Class title	
Class Description (include age group)	
Teacher	
Date(s)	
Time	
Student Fee	
Number of Students	Minimum Maximum
Class Supplies	<input type="checkbox"/> No supplies needed <input type="checkbox"/> Student will provide <input type="checkbox"/> GLCAC will reimburse cost
Estimated Supply Cost If GLCAC is to reimburse	
Teacher's Pay	<input type="checkbox"/> \$20 per scheduled hour Estimated hours _____ <input type="checkbox"/> Teacher waves pay
Notes	

Information to be filled out at End of Class

Actual student count _____
Fees Collected _____ Supply Cost _____ Receipts? [____]
Teacher's Hours _____ @ \$20 per hour = _____
Total Pay _____ Check # _____ Date _____