



## Proposal Policies & Guidelines

Thank you for submitting your proposal for a class or workshop. Please complete all of the information requested on the form after reading these guidelines.

1. **Community Ed Partnership:** We are now offering the opportunity to be listed in the Northfield Community Education Catalog. This catalog is sent out three times a year to approximately 13,000 households within Northfield and the surrounding area. Flyers are sent home in student backpacks. Monthly ads are run in the school newsletters, postcards are sent, and information is posted on Facebook and school bulletin boards. They charge a small fee for this. If you would like more information, please give us a call; otherwise check the appropriate box. If you are interested in having your class included, a limited number of spots are available.
2. **Deadline dates:** While class proposals are accepted year-round, deadlines for submitting a proposal for an upcoming term is approximately three months prior to the beginning of that term (for example, the deadline for fall classes would be June 1 for classes). Deadline dates will be posted on our website. Proposals received after the deadline date will not be considered for the upcoming term.
3. **Teaching a Class or Workshop? Stand-alone or sequential?** Classes are generally held on a weekly basis for four weeks and are 1 – 2 hours long. Workshops generally run one or two days and are 4 – 6 hours long. Stand-alone classes are taught as individual units with no direct relation to other classes, while sequential classes increase in complexity from one session to the next and may require a prerequisite or permission of the teacher.
4. **Classroom Use:** Generally, dance classes are held in our Dance Studio, clay classes in the Clay Studio, and art classes in the Art Studio which has tables and a sink. Exceptions may be made. Tables will be set up for art classes before the class. The instructor will otherwise prepare the room for their needs. It is your responsibility to clean up your classroom and return supplies to their proper places at the end of each class. Please ask permission before “borrowing” supplies – they may belong to another teacher or planned project.
5. **Materials and Supplies:** The Arts Guild has basic supplies for clay and art classes and we charge students \$3.00 per hour for art supplies and \$4.00 per hour for clay, glazes and firing. The teacher may provide supplies specific to their class and collect the fees directly from the students. If you prefer the students to provide their own supplies and materials, please submit a detailed list with your proposal. Students want to know specific brands, quality, and sizes. It is your responsibility to check with the Guild to ensure that we have the right materials and supplies for you. We will set them aside for your class.
6. **Teacher biography and photos:** Please submit a brief (about 3 sentences) biography. We would also like current photos of your class work and of yourself. Photos help to sell a class! This information will be posted on our website.
7. **Teacher contracts:** Guild staff will discuss with you the parameters and needs for you and your class before accepting your class proposal. Contracts must be signed and returned before your class is advertised. Check the information in the contract before sending it back to us.
8. **Class Attendance Sheets:** You will receive a class attendance sheet before your class begins. Note any corrections, deletions, or additions. In the case of walk-ins, get the students name, address, and phone number. Drop the sheets off at the office (slip under the door if we're closed). We cannot pay you without the corrected sheet.
9. **Class Cancellations & Reschedules:** ALL non-weather related class cancellations or reschedules must be approved by the Arts Guild. You may use a substitute with prior permission. In the case of weather related cancellation, we will contact you and then the students. We follow the Northfield School District weather cancellations.
10. **Enrollment-based Pay Option:** The Guild is moving forward with the hopes of cancelling fewer classes. We want the community to count on us for their arts education needs and give you

opportunity to share your skills with others! If you choose to opt into this model, the class will never be cancelled. You will make 100% of the class registration fee (less materials and admin cost\*) per hour for the first two students. For 3 or more students, you make an additional 30% of the student's per hour registration fee for each student. The earning potential is only limited by the maximum number of students you choose to have for a class, so invite friends, family, neighbors, or anyone to participate! And to put it in perspective: our normal teaching rate is \$25-35. For most classes, you only need to around 5 students to make that much (which is our current minimum. So you could make more--and you are guaranteed at least some money!). Please contact Education Assistant and Outreach Coordinator Jennie Eubank at [jennie@northfieldartsguild.org](mailto:jennie@northfieldartsguild.org) for more information.

\*Admin cost: Admin cost only applies if you choose to have your class also listed in the Community Ed schedule. We are charged \$9 per student/session for classes listed in the Community Ed schedule. We will deduct this cost from your pay for enrollment of one or two students (one time only per session).

11. **Holidays:** We do not hold classes on the following holidays and they have been accounted for in our schedule: the week of Thanksgiving, the weeks of Christmas and New Years (Winter Break), Spring Break (aligns with Northfield Public School Calendar), Labor Day, Independence Day, and Memorial Day.
12. **New teachers:** We are required to run background checks on teachers who work with children. We will ask new teachers to attend an orientation meeting and be introduced to the staff, be shown around the building, be given keys (if required) and review Guild policies.