

River Region Art Association, 1835 N. Magnolia Ave., Gonzales, LA 70737
PROCEDURE FOR CLASS INSTRUCTOR SIGNUP

1. Call RRAA Art Center Coordinator (Elaine Champagne, 225-677-8054) to establish availability of time and date.
2. An Art Instructor Agreement and an Instructor's Class Application will be mailed to you. Please fill out promptly and return to coordinator.
3. Upon receipt of above documents, notice will be given to the Public Relations Director for class to be advertised in appropriate newspapers and the Webmaster for posting on our website (www.artgumbo.org). NOTE: The coordinator will not go forward with this step without the proper documents being received.
4. A folder will be placed at River Region Art Center for student applications.
5. Follow guidelines as outlined in the Art Instructor Agreement.
6. Upon completion of class, be sure to fill out an Instructor's Payment Form which will be in your folder. Attach the yellow salesbook form for each student showing payment. Place all documentation in the Treasurer's bin. Your check will be mailed to you.

River Region Art Association, 1835 N. Magnolia Ave., Gonzales, LA 70737

ART INSTRUCTOR AGREEMENT

River Region Art Association is proud to offer a variety of demonstrations and classes to the community. The manner in which we provide such events reflects on the reputation of the association. In order to avoid miscommunications or misconceptions, RRAA lists below the necessary requirements for classes.

1. Instructor must review and sign this agreement, complete the Instructor's Class Application, and return to the RRAA Art Center Coordinator (Elaine Champagne).
2. Classes will be held in the classroom at RRAA (or building we rent) assigned by the coordinator.
3. Instructor must schedule class at least 6 weeks in advance. RRAA will be advertising the class in the paper and it will be listed on our website, www.artgumbo.org. Instructor phone number will be published for questions and any information needed by student. Inform student to mail application found on website to the RRAA Art Center with his/her check for payment.
4. Registration deadline (if applicable) is to be scheduled no less than 5 days prior to the first class.
5. If student has to purchase supplies, the instructor is responsible for providing RRAA a list. This will be given to each student upon registration and the list will be placed on our website. Try to suggest minimal amounts, only what will be used in class, and encourage use of student's own supplies to keep costs down for student.
6. Instructor is responsible for ordering and having available any supplies needed to teach the class.
7. Instructor is responsible to check your folder at RRAA (or call 225-644-8496) to confirm number of registrations within five days (or deadline) prior to class beginning.
8. Instructor must arrive early enough to prepare workspace prior to scheduled class time. Instructor must clean up workspace after class and return space to original state.
9. Member/instructor will donate 25% of each student's registration fee to RRAA to cover operation costs.
10. Non-member/instructor will donate 35% of each student's registration fee to RRAA to cover operation costs.
11. Payment will be made upon receipt of Attendee List with yellow payment sheets attached. All documentation is to be left in the Treasurer's bin. Your check will be mailed to you.
12. Instructor will provide RRAA with a digital or paper photo or website link of his/her own original artwork in the medium taught and a sample of project for promotional purposes.

I have read and agree to the above regulations as instructor for River Region Art Association.

Signature of Instructor

Date

INSTRUCTOR'S CLASS APPLICATION

Today's Date: _____

Instructor's Name: _____

Phone: _____ cell _____ Address: _____

_____ email _____

Art Teaching Experience: years _____ mediums _____

Adult _____ Child _____ art teaching reference: Name _____ phone _____

Member Donation (25%) _____ Non-member Donation (35%) _____

Title of Class, Class level, Medium: _____

Prerequisites: _____

Minimum # of Students: _____ Maximum # of Students: _____

Registration Deadline: _____

Cost of Class: _____ Age Level: _____

Class Date: _____ Time: _____

Class Date: _____ Time: _____

Class Description (brief outline of content of class, how & what, with goal): (you may attach)

Additional Supplies that teacher will include for student:

Enclose:

supply list for students and for website. If class is at the gallery, students may use our supplies – brushes, easels, water cans, paper towels, acrylics, strofoam plates, etc.

Photo or website link of instructor's original art work and of the project (if applicable) for media promotion.