

Dear Potential Instructor:

Thank you for your interest in the Bisbee Craft School. It is our goal to provide the highest quality classes that meet the interests and needs of the international craft community. We are currently aiming to offer approximately 8 to 12 fee-based workshops a quarter, all taught by independent contracted instructors.

Enclosed you will find a “New Class Proposal/Teacher Agreement” form. Please read it over carefully and consider the following questions:

**Is the workshop going to attract participants?**

**Can the workshop be offered with a minimum of needed tools? Bisbee Craft School is in its infancy, and therefore is limited to offering classes that need the minimum of tools and materials.**

**Does the workshop offer fundamental knowledge of a craft that a student can carry over into other work? Bisbee Craft School aims to help students start or continue a lifelong relationship with craft.**

*Be sure to fill out the enclosed form as completely as possible. It will enable us to evaluate your program and assess its ability to meet the needs of the craft community.*

**For general reference, our proposed program dates are as follows:  
(Initial classes will begin with the Winter 2016 Quarter)**

<b>Quarter</b>	<b>Proposal Due</b>	<b>Class Months</b>
Winter	July 1st	Jan., Feb., March
Spring	October 1st	April, May (June Closed)
Summer	January 1st	July, August, Sept.
Fall	April 1st	Oct., Nov. (December Closed)

Thank you for your time and interest in Bisbee Craft School. If you have any questions please email us at [bisbeecraftschool@gmail.com](mailto:bisbeecraftschool@gmail.com)

## New Class Proposal/Teacher Agreement

Instructor Name:				
Address:				
	Street/P.O. Box	City	State	Zip
Preferred Phone:			Fax:	
E-mail:			Website:	

### Program Information

Class Title:						
Goals & Objectives of the Class :						
Class Description (for website) :						
Area of Discipline (wood, photo, textiles, etc.):		# of Days (1-3 days):		Time of Day:		
Days of the Week (Fri., Sat., Sun.):		Hours per Day:		Minimum # of Participants:		Maximum # of Participants:
What skill levels does this program cover?	1 (Beginner)	2	3	4	5 (Advanced)	
Would you be willing to teach a follow-up class at the next level?	YES		NO			

Does this program require pre-requisites? If so, please explain:			
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### Materials & Supplies

Will teacher be providing materials? If so, at what cost to the student? (include photo copies if necessary) Please list:			
Will other materials need to be provided by the student? If so, please list:			

Will Bisbee Craft School need to order special items for the class? If so, please list and where they can be purchased:	
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**Bisbee Craft School Support**

Type of Facility Needed (size of room, wall space, access to water, kitchen, etc.)	
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Does this program call for specialized tools that Bisbee Craft School should require that students bring? (professional camera, laptop, etc.)	
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What basic supplies will you need from Bisbee Craft School? (Tables, chairs, looms, easels, data projector, display space, etc.)	
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What type of publicity, outside of emails and the Bisbee Craft School website, do you think necessary? If you have specific recommendations, please list.	<p style="text-align: center;">_____ I agree to allow Bisbee Craft School to use images from my website to promote my class (initial)</p>
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Can you provide a physical sample of your work to be used for a promotional display?	<p style="text-align: center;">YES                      NO</p>
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**Instructor Payment Information**

In order to maintain small class sizes and affordable class fees for our students, Bisbee Craft School pays a standard teacher fee of **\$20/hour** which includes your Gross Receipts tax which you are responsible for filing on your own. If a teacher requires a higher rate of pay, minimum class size and student fees must increase. Classes not meeting minimum class size will be cancelled. **Will \$20/hour be acceptable to you?** \_\_\_\_\_

If not, what fee do you require? \_\_\_\_\_

What other expenses do you require (travel expense, mileage, meals)? \_\_\_\_\_  
*(Keep in mind that all expenses must be included in the class fees and affects minimum class size.)*

\_\_\_\_\_

**(Sign Here to agree to this rate of pay)**  
**Checks are issued within 30 days of the end of class**

Are there any additional comments or information about your program you would like to add?	
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Are you currently teaching at any other cities/locations? Please describe:	
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Would you be willing to decrease your pay rate for less than the minimum # of students?	<p style="text-align: center;">YES                      NO</p>
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## Attachments

Please attach the following items to this proposal:

- 1 **W-9 Form** – please request a copy if you do not already have one on file with Bisbee Craft School.
- 1 **Current Bio** - including any past experience, paid or unpaid, that qualifies you to teach this program. Please include personal and professional references and a bio picture. This information will be used in promoting the class.
- 1 **Student Instructions/Materials List** – write a detailed list of instructions for students that will be attached to their registration confirmation email including materials to bring if applicable.
- 1 **Promotional Items** - any class related materials you have including a physical sample, photos of your work, flyers, brochures, press releases, your website, etc. would be appreciated and very helpful in promoting your class.

**E-mail** this completed application, along with attachments to:  
**bisbeecraftschool@gmail.com**

**OR**

**Mail to:**  
**Bisbee Craft School**  
**P.O. Box 972**  
**Bisbee, Arizona 85603**

Please keep a copy of this completed document for your personal records.