**RE: Teacher Class Rules for Session August – December 2018**

**Submitting Forms:**

SLH Teachers need to submit class forms, supply lists to Enjoli. I will only accept class forms and supply lists via email or other electronic means. You can send your forms to enjoli@akseams.com. Samples need to be submitted at SLH, and will be placed in a designated area for display. Samples can be dropped off to staff, and will be placed in the Sample Area (stay tuned for location) until they are displayed.

**Class forms, Supply Lists by: July 6, 2017 Samples by: August 6, 2018**

**IMPORTANT NOTE:** If I do not receive completed short forms I WILL NOT schedule your class. Please use the “Supply List Template” to complete your supply lists.

**What to teach from:**

**Please teach only from current books & patterns. If you would like to teach out of magazines or independent patterns, please understand that you will be responsible for supplying SLH with the pattern/magazine.**

You can look on the following websites to be sure that your supplies are current:

 [www.brewersewing.com](http://www.brewersewing.com) and [www.checkerdist.com](http://www.checkerdist.com) .

**Class Samples & Photos:**

All classes must have samples. Samples must have the owners name on it, as well as class title or pattern name. Samples will hang in the store until the end of the quarter. Quilt samples need to be finished and bound.

**THIS SESSION:** Please email a picture of your finished sample to Enjoli by Friday, July 27, 2018.

**(NOTE: If you do not have a camera to take a good clear picture, just let me know so that I can take a picture with my camera.)**

Class Supply lists will be made available on our website for student access. We print them on demand at the shop so you do not need to submit them in paper form.

**\*Please double-check your forms to make sure they are correct. They must be completed using the “Supply List Template”.**

**How you get paid:**

SLH Teachers will receive 75% of the class fee collected. Teachers will also receive a teacher discount of 30% on regularly priced items during the quarter in which they teach 3 or more classes. You will still receive the discount if one of the classes is canceled for low enrollment.

**NEW: Class Enrollment Accountability:**

I am asking teachers to keep track of their class enrollment levels from this session on. I would rather not cancel classes at the last minute because the minimum has not been met. Please check your class 2 weeks out from the start date. If you would like to cancel it at that point please email me so I can do so. If you would like me to promote your class through our email newsletter or Facebook page please let me know 2 weeks out as well.

At 1 week before the class, this will be your final opportunity to cancel a class for low enrollment. If I do not receive an email from you requesting to cancel the class, I will expect you to teach the class for as many students that are signed up. I WILL NOT cancel classes that are less than 1 week from their start date.

\*If you do not clerk at SLH, you may call and ask a SLH clerk to check your enrollment levels in our POS system.

**Other Benefits:**

SLH Teachers may enroll in other SLH classes free of charge, excluding visiting teachers. Teachers are not paid for “teacher students”. If the class is full or close to full, please check with the teacher to make sure they are ok with having you as an extra student.

It is a professional courtesy that while you are teaching classes at SLH, you are not teaching classes at other stores in Anchorage or Eagle River.

**Other:**

Also, please understand that there may be times where you only have a few students. While you are teaching you should be focused on your students so please refrain from working on other personal projects.

**How to contact me:**

If you have any questions or concerns please feel free to contact me at the store, on my cell or by email.

Enjoli Strait

907.677.8790 (SLH) OR 907.632.9331 (Cell)

Email: enjoli@akseams.com \*email is the best way to reach me.