

## Quilt N Bee Teacher Responsibilities

We appreciate your interest in teaching at our facility. Our staff will do their best to help you prepare for your class. The following things are helpful for us both:

Prior to adding your class to our calendar please be aware of the following:

- Please complete the Class Request Form and turn it in with your sample in order for the class to be listed on our schedule. Classes with samples are better attended.
- We will advertise your class in our Newsletter, Facebook. Please know that we schedule all our events several months in advance. We need at least 30 days' notice for all events.
- All classes must be scheduled during our regular business hours. We prefer classes begin 30 minutes after we open and end 30 minutes before we close.
- As a courtesy we offer our classrooms at no charge. Classes are scheduled in our available classrooms on a 1<sup>st</sup> come 1<sup>st</sup> served basis upon approval. Assigned rooms may be changed to accommodate larger groups.
- As we have online and in store sign up for all classes we will collect payment from your students based on the fee you request whenever possible. When you arrive for your class we will pay you for the students that have paid QNB directly. It is then your responsibility to contact any student that does not show up for a paid class.
- It is required by law that we provide annually 1099 tax forms for all monies paid to our instructors. To that end we request a completed W9 form from all our instructors.
- Whenever possible we ask for at least 1 week notice in the event you are unable to teach the class. We will contact your students to cancel and refund their fees.
- One week prior to the scheduled class please you are expected call us to confirm the number of students signed up for your class. If no one has signed up we give you the option to cancel the class. We do prefer that classes be presented if at least 1 student has signed up.

The day of your class the following things are helpful:

- Please arrive 30 minutes prior to the start of class to set up your classroom area.
- Before your class begins please check with a member of our staff for the sign up sheet for your reference and payment.
- If any student fees are unpaid it will be your responsibility to collect them. We do encourage all students to pre pay whenever possible.
- You are responsible for cleaning up your class room area after your class is finished. This includes:
  1. Sweeping the floor
  2. Emptying the trash cans
  3. Clearing all tables of any debris and returning them as you found them
  4. Returning any borrowed items from our inventory
  5. Unplugging all electrical appliances

Please have a member of our staff check the area before you leave.

- If there is a follow up class it is your responsibility to contact the students, collect any additional fees and let students know about any conflicts or cancellations

# Quilt N Bee

Class Sign Up for Teachers

Date Submitted: \_\_\_\_\_

Class Title: \_\_\_\_\_

Class Date Requested: \_\_\_\_\_ Day of week: \_\_\_\_\_ Time: \_\_\_\_\_

If this class is ongoing indicate day and time this class will meet monthly: \_\_\_\_\_

**\*\*\*\*If you are an QNB employee please submit a time off request for these dates to our scheduler**

Class Description (for our schedule and web page):

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Registration deadline: \_\_\_\_\_

\$ Fee per Session per person: \_\_\_\_\_ Total number of sessions: \_\_\_\_\_

Max # of Students: \_\_\_\_\_ Minimum # of Students: \_\_\_\_\_ Registration Deadline: \_\_\_\_\_

**Supply List: (Please provide a COMPLETE list for the students and for our purchaser – be sure include sewing machines and other basic supplies)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sample or photo submitted? (circle one or both; having a photo and sample attracts students)

Instructor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Class approved: \_\_\_\_\_ Added to QNB online schedule: \_\_\_\_\_

Added to QNB master calendar: \_\_\_\_\_ Added to POS: \_\_\_\_\_

Class fees are nonrefundable, but can be applied to another class at the instructors' discretion.