

## Always In Stitches Teacher Responsibilities

We appreciate your interest in teaching at our facility. Please review the following to help make your class successful:

Classes with samples are better attended. To help sell your class we require all displayed samples use products from our shop inventory. This also helps us create kits for your students based on the pattern and sample you submit when appropriate.

- For a class to be approved and added to our schedule you must complete the Class Request Form and supply a picture and the sample.
- Classes are scheduled in our available classrooms on a first come first served basis. Assigned rooms may be changed to accommodate larger groups as needed.
- All classes must be scheduled during our regular business hours. All classes begin no sooner than 30 minutes after we open and will end 30 minutes before we close, no exceptions.
- All documents or photos of the sample for your class should be sent to: [sandy@alwaysinstitches1.com](mailto:sandy@alwaysinstitches1.com)
- If students need to prepare any part of the kit prior to class, a document explaining what they should do **BEFORE** class, should be included with the original class paperwork submitted to Sandy.
- If students need to bring any supplies, please submit a list as a word document to [sandy@alwaysinstitches1.com](mailto:sandy@alwaysinstitches1.com) This may include sewing machine, basic sewing supplies, knitting needles, thimble, and thread, etc.
- *We recommend you contact your students in advance of the class to confirm their skill level and review any supplies needed for the class. If your students contact our shop requesting any information about your class, they will be given your phone number and email to contact you directly with their questions.*
- We will advertise your class in our email and on our website. Please know that we schedule all our events several months in advance. To effectively promote your class, we need your forms and sample 90 days in advance of the class.
- We offer online and in store sign up for all classes. We collect payment from your students based on the fee you request. We pay you for all students who have paid to attend, whether they attend or not. It is your responsibility to contact any students who do not show up for a paid class. It is your choice to refund or reschedule the class. We sell all classes as NON-REFUNDABLE.
- It is required by law that we report all monies paid to our instructors. To that end we request a completed W9 form annually so we can mail you a 1099 form at the end of the year.
- We prefer all classes be presented as advertised, even if there is only one student. If unforeseen circumstances happen and you are unable to teach the class, please let us know asap. We will contact your students to cancel and refund their fees.
- One week prior to the scheduled class please call 317-776-4227 to confirm the number of students signed up for your class and request the phone/email list of students so you can remind them of the class. If no one has signed up, we give you the option to cancel the class.
- 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 at the front registers for the signup sheet for your reference.
- If any student fees are unpaid, it will be your responsibility to collect from them. If you add an extra follow up session to a class it is your responsibility to contact the students, collect any additional fees and let students know about any conflicts or cancellations.
- You are responsible for cleaning up your classroom area after your class is finished. This includes sweeping the floor and returning all notions to the place you found them. Cleaning all table surfaces with the provided sanitizing supplies. Unplug all electrical appliances. **A staff member must check the area before you leave.** They will ask you sign the class roster and then turn in your request for payment. A check will be mailed to you within 30 days of the class.

Always In Stitches  
Class Request form for Teachers  
Please complete all information – **missing information delays this class being published**  
Date Submitted: \_\_\_\_\_

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

Email: \_\_\_\_\_ Completed W-9 Form: \_\_\_\_\_

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

Class Description (this will be used to advertise your class)

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Max # of Students: \_\_\_\_ (Consider space needed for machines and work area)

Class Date Requested. NOTE: If you have multiple dates, please list the exact dates: \_\_\_\_\_

\_\_\_\_\_ Registration close date \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Registration Cost: \$ \_\_\_\_\_ Kit Price \$ \_\_\_\_\_ Total Class Cost with Required Materials \$ \_\_\_\_\_

Skill Level: (circle one)    Beginner    Intermediate    Advanced

Student Skill detail (what students should know/be able to do before class) :

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Materials included (materials that teacher is providing):

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**You must submit a supply list in a word document and a picture of project to Sandy at [sandy@alwaysinstitches1.com](mailto:sandy@alwaysinstitches1.com) before your class will be published. If there is NO supply list check here. \_\_\_\_\_**

-----Office use only-----

*Draft approved:* \_\_\_\_\_ *Added to Scheduler:* \_\_\_\_\_ *Entered in POS:* \_\_\_\_\_

*If NEEDED Kit Form received* \_\_\_\_\_ *Kit Assembly Complete:* \_\_\_\_\_ *Kit Product Code* \_\_\_\_\_

*Sample Received:* \_\_\_\_\_ *Label Created for the sample:* \_\_\_\_\_