

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/materials 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 with a copy of your pattern 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
- 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 This may include sewing machine, basic sewing supplies, knitting needles, thimble, and thread, etc.
- We will advertise your class on Facebook, through 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 provide 1099 tax forms for all monies paid to our instructors. To that end we request a completed W9 form annually.
- 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. If no one has signed up, we give you the option to cancel the class.

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 at the front registers for the signup sheet for your reference. When your class is finished turn in the payment copy to the front register and a check will be mailed to you within 10 days.

- If any student fees are unpaid, it will be your responsibility to collect from them. If you add an extra follow up 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:
 1. Sweeping the floor
 2. Emptying the trash cans
 3. Clearing all tables of any debris and returning them to the place you found them
 4. Cleaning all table surfaces with the provided sanitizing supplies
 5. Return any borrowed items
 6. Unplug all electrical appliances
 7. Have a member of our staff check the area before you leave.

Always IN Stitches
Class Request form for Teachers
Date Submitted: _____

Class Title: _____

Instructor Name: _____ Phone: _____

Email: _____ Completed W-9 Form: _____

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

Registration close date _____

Start Time: _____ End Time: _____

If this class has multiple sessions, we prefer to charge one fee for all the sessions.

Single Session Fee: \$_____ Multiple Session Fee: \$_____ Total Number of Sessions: _____

Max # of Students: _____ (Consider space needed for machines and work area) Minimum # of Students is 1 (one)

Short Class Description (attention grabber for Facebook Ad):

Longer Class Description (for our Email and Web Page) _____

Skill Level: _____

Skill detail: _____

Materials included _____

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

Class approved: _____ Submitted to Scheduler: _____ Submitted to WEB/POS: _____

Added to Facebook: _____ Kit Complete: _____ Sample Received: _____

Pattern attached: _____ Kit Form Received: _____

Label Created for the sample: _____