



## **Teacher Packet**

Thank you for sharing your talent and creativity with the all of us at Cotton & Chocolate Quilt Company. The goal of this packet is to provide information and details regarding teaching requirements as well as related information.

This packet includes the following information:

- General Information
- Sample Supply List
- Class Sign Up Form

The goal of our shop is to provide students at all skill levels the necessary tools to create a quilt in a social, creative, innovative and fun learning environment. These skills range from the simple to the complex, using hand and/or machine techniques. As you know, the role of every teacher is to help every student achieve this goal by providing tips and techniques that reach beyond the scope of the printed pattern. We are here to encourage the new quilter to fall in love with quilting and keep the experienced quilter coming back for more.

We are proud to acknowledge that all of our teachers meet this goal and more. Cotton & Chocolate is known for our great classes and instructors, with each new session more exciting than the next.

The following packet is a guide for information and is an effort to continually streamline our class development and scheduling process. As always, new ideas for process improvement are always appreciated.

*Marilyn & Jerry Petersen*  
*Owners*

Cotton & Chocolate Quilt Company  
1724 Avenida De Los Arboles, Unit E  
Thousand Oaks, CA 91362 805-241-0061  
[www.cottonandchocolate.com](http://www.cottonandchocolate.com)



## General Information

### Teaching Incentives:

- *Teacher Discount~*

1 -2 classes           15%

3+ classes             20%

The discount applies to all items purchased with the exception of chocolate and jewelry. This discount is available throughout the session in which you are teaching.

There are 3 sessions each year:

January – April

May – August

September – December

- *Class “Sit-in”~*

All teachers are invited to “sit-in” on up to 2 classes per session at no cost. As a “sit-in”, you must be aware that paying students have a priority regarding seating, kit purchasing, etc. If the class is full, you may have to sit to the side. If this is an issue for some of the popular classes, please consider enrolling as a student (i.e., paying the class fee). You CANNOT sit in on a club or a weekend retreat. You must pay the fee for these activities.

- *Teacher Fee~*

All teachers will receive 80% of the total income received for the class. The balance works to cover marketing costs incurred by the shop (printing and postage).

### Before Class Starts:

- Check 2 weeks prior to the start of your class to be sure all class supplies are in stock.
- Check 1 ½ weeks prior to class on the number of participants registered. If you decide to cancel the class due to low registration, please do so within this time. Students have 7 days to cancel in order to maintain a refund or class transfer.
- Be sure to get your class samples to shop by the designated date.
- Student supply lists are due to the shop prior to class registration. We will make copies for you, as needed.
- If you are using an original design that does not have a pattern, you must supply type written details to the class on how the quilt is made. This enables students to have reference tool once they are no longer in class.

### Setting Up for Class:

You must arrive ***at least 15 minutes*** prior to the start of your class in order to get set up.

- Be sure power cords are ready for the tables being used.
- Be sure that the iron is set up and working.

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- Provide each student's workspace with a paper lunch bag that is taped to the table for trash/scrap.
- If teaching after shop hours, a key **MUST** be in the front door lock at all times. The door can never be locked when the shop is occupied without a key being maintained in the lock. **THIS IS A CRITICAL SAFETY ISSUE!** An extra key is available on the shelf below the cash drawer.
- Let students know that water and sodas are available in the refrigerator for 50 cents, on their honor.
- At the start of class, please ask all students to either turn off cell phones or put them on vibrate. If a call must be taken during class, please ask that the call be taken outside. Unless it is an emergency, no calls should ever be taken by a teacher during class time.
- There are several design boards available for your use in the storage room. There are also extra tables in the storage room.

#### At the End of Class:

- Throw away all trash bags.
- Vacuum the floor, as needed.
- If after store hours, always ask that someone stay until you have locked up. Ask all students to leave with someone, not alone.
- Turn off air conditioning.
- Be sure the back door is locked (lock is turned horizontal).
- Turn off all irons and straighten area.
- If closing, be sure the cash drawer is put away and the alarm is set.

#### How to Get Reimbursed:

- Complete an invoice in the book located at the front desk (ask manager for location).
- The invoice must include your name, ***the name of the class***, the ***dates of the class***, the number of students paid and class fee.
- Please be aware that you are working as an independent contractor and that income received annually that exceeds \$600 will reported to the federal government and you will receive a 1099 indicating this income. It is your responsibility to pay all federal and state income tax.

#### Teaching at other Shops:

- As an independent contractor you are free to teach anywhere that you wish. As a courtesy, it is requested that you do not teach the exact class with the same fabric selection at another shop during the same period of time.



Cotton & Chocolate Quilt Company  
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Day – Sat, May 26  
Time – 10:15am – 1:15pm

### ***Twister Table Runner***

Lauren Bauman  
805-857-6161

The double twisted table runner is made from 5” squares and your choice of a background and borders. Once you learn this easy technique, this pattern lends itself to a lot of fun variations. Let’s do the twist!

\*\*Book Required –Let’s Twist by CS Designs

\*\*Ruler Required – Lil’ Twister tol

#### **Fabric Selection**

- Charm Pack – 22 charms (5” squares)
- Pinwheel borders, flange and binding – 1 yard
- Outer Boarder – ½ yard
- Backing – 1 1/3 yards

#### **Supplies**

- Cutting Mat (larger size, such a 18” x 24” preferred)
- Ruler
- Rotary Cutter
- Reverse Sewing Tool (Seam Ripper)
- Sewing Machine (in good working order)



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## Class Sign-Up Form

*Bring this form with you at sign-up time. If not provided below, you MUST email your newsletter description to Marilyn by the end of the day. Email to: [marilyn@cottonandchocolate.com](mailto:marilyn@cottonandchocolate.com)*

Name \_\_\_\_\_

Class Name \_\_\_\_\_

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Day \_\_\_\_\_ Date \_\_\_\_\_

Hours \_\_\_\_\_ # of Sessions \_\_\_\_\_

-----  
Day \_\_\_\_\_ Date \_\_\_\_\_

Hours \_\_\_\_\_ # of Sessions \_\_\_\_\_

-----  
Day \_\_\_\_\_ Date \_\_\_\_\_

Hours \_\_\_\_\_ # of Sessions \_\_\_\_\_

Class Description for Schedule:

Class Experience Level (circle one):

Beginner      Confident Beginner      Intermediate      Advanced

Supplies Needed:

Book Name \_\_\_\_\_ Author \_\_\_\_\_

Pattern Name \_\_\_\_\_ Author \_\_\_\_\_

List items that need to be ordered:
