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Instructor Class Proposal Form

Overview

Please fill out this form for a potential class a **minimum** of 90 days prior to class start date. The information you provide on your class will be used for all class postings, so please include all necessary information! The maximum number of students for our classroom is eight.

Class Information:

- Class Name: Hen House Quilt
- Proposed Date(s): Tuesdays: May 5, June 2, June 30, August 4
- Proposed Time(s): 5:30 - 8:30pm
- Sessions for the class: 4
- Skill Level: motivated confident beginner
- Class Description: Join Bobbi in the Hen House! This darling project is for the student who is motivated and is charmed by all things chickens. Class sessions are to answer questions and work on applique skills, project management, and quilt construction.
- Special skills needed prior to signing up for class: comprehension of basic quilt construction. Some applique experience recommended.
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- Minimum and maximum of students for your class:6
- Instructor name(s) and contact information: Bobbi Horn (909) 633-3814

Class Specific Supplies:

Please provide class-specific supplies that are needed for your class, to include:

- Pattern: Hen House by Claire Turpin

- Fabric: fabric bundles are available; recommend bringing your favorite coordinated fabrics from your stash to add to this quilt
- Stabilizer: OESD Ultra Clean and Tear Away 10" x 10 yards
- Hardware: Open toe foot, ¼ quilting foot
- Notions: thread to match fabrics
- Homework necessary: Precut all white square background; making each square 1 inch wider and 1 inch longer. Text instructor if you need further clarification

General Instructor Information:

- If a kit is needed for your class, that needs to be discussed with the Event and Class Coordinator.
- Prior to the class sample being made, the cost of the sample needs to be discussed with the shop owner. The class sample is due a **minimum** of 60 days prior to class start date.
- The class will be posted on our website once all the information is received and approved.
- Our general student fee per class is \$25 - 3 Hour Class and \$50 - 6 Hour Class.
- The general teacher fee is 65% of class participants.
- Your class will be canceled if the minimum number of students have not been met within one week of the scheduled class date.
- It's the responsibility of the instructor to call students to remind them of class one week before the start of class.
- Instructors should arrive 30 minutes prior to the start of class for set up and to assist class participants in purchasing items for class.
- After class, instructors are responsible for classroom clean up.
- Save your class roster(s) to include with your payroll form at the end of your class.
- If you have any questions, please contact Laura Kottwitz (909) 553-0350.