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Approved:	Effective Date: 12/02/2012	
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POLICY:

Thank you for being willing to teach/lead a workshop with us! Please review our instructor policy, effective for all instructors.

CREATIVE CONNECTIONS' MISSION

- Celebrate the diverse creativity of individuals and groups
Stretch and stimulate imaginations for greater self-discovery
- Foster participation, appreciation and enjoyment of the arts
- Encourage sponsorship, interaction and community outreach
- Be ambassadors of arts education, learning, sharing and dreaming
- Embrace cultural awareness about the arts and offer extraordinary collaborative arts experiences (visual arts, theatre, music, dance, writing, crafting and more) that the community will treasure
- Create a captivating, positive, inclusive atmosphere that brings people together through idea exchange, creative enrichment, celebration, open communication and meaningful dialogue

CREATIVE CONNECTIONS' VISION

To inspire creative connection and spark community arts expression in a collaborative environment for the enrichment and unification of the community at large

Membership Required

One of the benefits of membership is being able to teach art-related workshops at Creative Connections. Therefore, all instructors must be current members. Membership will be verified; approved instructors will NOT be added to the upcoming workshop schedule unless their membership fees are paid and current.

Teaching Sessions

Proposals are requested at least one (1) month before the start of the program, to allow for scheduling and publishing the information one (1) month prior.

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Instructor Fees/Workshop Prices

Instructors should calculate the advertised price for a workshop based on the minimum number of students they are willing to teach so that the workshop is not too expensive AND can still cover the facility use and student processing. Remember that instructors are paid according to the contract negotiated at the point of acceptance of their proposal. The contract provides the potential for instructors to make a lot more money with this fee-based payment rate than with standard hourly rates, so it is to the instructors’ advantage to help fill up their classes.

Workshop Cancellation Policy

7 Days Prior Policy: Instructors are required to cancel a workshop a minimum of seven (7) days prior to workshop start date. When making the decision to cancel, the instructor should keep in mind that many students sign up at the last minute.

Creative Connections will do its best to publicize the workshop ahead of time and during the last week, but instructors are encouraged to advertise their workshops through their own networks to increase attendance.

Minimum Enrollment: It is the responsibility of each instructor to contact Creative Connections BEFORE the cancellation time frame expires to verify enrollment numbers for an upcoming workshop. Workshops that have at least two (2) enrolled students will be considered a “go.”

If an instructor does NOT wish to teach a workshop that has only 2 (two) students enrolled, the instructor must cancel seven (7) days prior to the start date of the workshop. If the instructor does not take the responsibility for canceling the within the timeframe allowed, the instructor will be committed to teaching the workshop with two students. This is a courtesy to the registered students and to Creative Connections.

Note on Timing and Pricing: While instructors may need to set a workshop price for a minimum of three (3) or more students to be cost-effective, an instructor may decide to take their chances at the seven (7) day mark and go with just two (2) registered students and try to help Creative Connections recruit to more potential students, in which case there is a greater chance to make more profit.

Student Cancellation Policy: Students who cancel more than seven (7) days before the class will be reimbursed their full class fee. Students who cancel three (3) to seven (7) days before the class will be reimbursed 50% of their class fee. Students who cancel the day of to two (2) days before the class will not be reimbursed their class fee.

Materials Fee

In most cases we would prefer that instructors plan for and INCLUDE the materials cost per student in the advertised price for the class. Note that this does NOT include any additional Supply Lists (see next section below).

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Materials Fee (continued)

However, if you have a variable materials cost (dependent upon project student chooses to do during the class), do NOT add it to the advertised price of your class. Instead we can add a note at the bottom of your workshop description, such as:

Additional Materials Fee payable to instructor during class, ranging from \$X to \$Y, depending on project chosen by student.

Make sure you give us the \$X and \$Y info with your workshop proposal, and indicate if your workshop has this additional variable rate materials fee.

In this case, students will be paying instructors directly for their materials—this payment is between the instructor and student; Creative Connections will not become involved. Instructors must indicate if proposed workshops have this additional variable rate materials fee, and provide the cost range information in their proposals.

Supply Lists

When filling out the Proposal form, please remember to fill out the Supply List if students are required to bring items. The Supply List will be posted on the workshop's web page.

Use Social Media to Advertise!

When instructors help Creative Connections advertise their workshops and enroll students, they have a greater potential to make more money! Help us help you, by posting links to your workshop webpage URL on your Facebook, Twitter, and other social media accounts!