

INDIANA BEAD SOCIETY, INC.
SPRING WORKSHOP
April 14, 2018

APPLICATION TO TEACH

*In order for your project to be considered by the Education Committee, this application must be completed in its entirety. **Your completed project and written instructions must accompany this application.***

This application, your completed proposed project, together with the written instructions must be delivered to the Instructors Procurement Committee on or before **Friday, January 19, 2018. Please note a change in procedure:** Even if you have previously taught an IBS Workshop, it is necessary to include the written instructions with your completed project when it is sent to the committee. The Committee will meet on Saturday, January 20, 2018, to jury the submissions.

Please **deliver** your completed project and written instructions to Carol Marlin .Or please **mail** the project and instructions to the address below being sure that your project will be received on or before January 19, 2018. No submissions will be accepted after January 19, 2018. Please **mail** to:

Carol Marlin
9570 Broadway Street
Indianapolis, IN 46240
317-514-3733

The committee will notify applicants by Tuesday, January 23 of their decision. Unless otherwise arranged, the projects chosen by the jury committee will be kept for display at the following IBS meetings: February and March 2018. Photographs of the projects will be published on the IBS website and included in the next newsletter. All pieces will be returned to the Instructor at the Workshop on April 14 or at the April membership meeting, unless other arrangements have been made with Carol Marlin.

INSTRUCTOR INFORMATION

Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Daytime Phone: _____ Evening phone: _____ Cell Phone: _____

e-mail: _____

CLASS INFORMATION

Title of Project: _____

Skill Level: All levels _____; Beginner _____; Intermediate _____; Advanced _____

Maximum number of students _____ Length of Class: 3 hours _____ 6 hours _____

Type(s) of stitch(es)/technique(s) taught: _____

Kit Fee: \$ _____ (required) (We highly recommend that you provide reasonably priced kits. All students in the class will be required to purchase the kit. Please make sure that the items in the kit do not duplicate what you ask students to bring in the supply list below.)

Materials provided in the kit (must be filled in): _____

Supply list for students to bring: _____

Class Description: Clearly describe your class in 30 words or less. This information will be used in all workshop materials, including, but not limited to, the website and newsletter.

Will students complete this project in class? Yes _____; No _____; Maybe _____.

Financial Agreement:

The fee structure is as follows:

For a 3-hour class: Instructor will be paid \$75.

For a 6-hour class: Instructor will be paid \$150.

Kit fees: Instructor receives 100% of the kit fees.

By signing this *Indiana Bead Society, Inc., Application to Teach Spring Workshop April 14, 2018*, I agree with all fees and will abide by all regulations set forth in this application. I give my permission for my project submitted with this application to be used in any promotional materials (printed or otherwise) for the Indiana Bead Society, Inc. Workshop to be held on April 14, 2018.

Signature: _____ **Date:** _____

Printed Name: _____