



ART EDUCATION CLASS INSTRUCTOR CHECKLIST & GUIDELINES

- All Art Education classes must be discussed with and pre-approved by the Art Education Programs Coordinators (“Coordinator”).

- Work with the Coordinator to select the class date and duration, including time for set-up and cleanup. It is the responsibility of the Instructor to confirm space availability and register the class with the Community Center or venue space.

- Determine the cost of the class, including:
 - Minimum class fee is \$20. The instructor will establish the cost of the class calculated as the instructor fee plus 10% remuneration to VAC.
 - Cost of materials. Instructor will source and obtain any required materials and supplies other than items participants may be asked to bring to class.

- Determine materials and supplies that VAC may provide and discuss with the Coordinator whether those materials must be replenished and, if so, the cost to do so.

- Determine the maximum number of students based upon space requirements for the project.

- Confirm with the Coordinator how payments from participants will be managed. Payments from participants must be issued to VAC, collected, and delivered to the Coordinator’s message tube unless other arrangements are deemed necessary. It is strongly recommended that the Instructor ensure fees are collected in advance of the class.

- Work with the Communications Chair to create a class announcement/enrollment form and coordinate online registration.

- Refer to the online membership list (or contact the Membership Chair) to verify each student is a current VAC member prior to the scheduled class date.

- Notify the Coordinator when class is full so enrollment can be closed.
- Notify staff at the Community Center one week in advance of the desired room configuration so that the proper chairs/tables will be set up.

Arrive early on the day of class to complete any necessary preparation and ensure room is set up as requested. Adhere to the assigned time for the class, including time for cleanup. (Chairs/ tables will be overseen by Community Center staff.) Complete the Community Center attendance form provided and return it to the front desk.

- Have students complete the VAC Class Evaluation at the end of the class. The document is available on VAC's website and in a folder in the arts and crafts room. Completed evaluation forms should be delivered to the Coordinator for review.
- The Coordinator should deliver payments to the Treasurer along with the revenue form within one week of the class and submit a check request for fee payment to the Instructor.
- The Coordinator will arrange a gate pass for off-island instructors.

Art Education Programs Coordinators: Liza Boyajian, Marcea Gustafson
Communications Chair: Mary Marshall
Membership Chair: Kathy Kelenski
Treasurer: Michael Askew

Notes: