



ART INSTRUCTOR GUIDELINES AND RESPONSIBILITIES

INSTRUCTIONS for PROPOSAL FORM:

More information you might need to complete Instructor Proposal Form on the website.

Number 13. Please enter verbiage that you would like to have on the website description of your class. Remember that space is limited for details and your description should be to the point, not wordy but informative. Your language may be edited to fit the website page. You will be asked to okay the description when it is complete and posted. Any verbiage you submit for this section may be used on the website description for the class.

Number 17. Due to time and space constraints, every proposal to teach might not be accepted, but every proposal will be given full consideration. Every instructor agrees to follow HAAA's Policies as written in the General Information and Policy statement found on the footer of HAAA website and on the page where you found the instructor proposal form. If you need a copy of the policies, you may ask the Art Class Chair.

FINANCIAL ARRANGEMENT FOR TEACHING:

HAAA member Art Instructor: The fee is 25% of the gross class income OR the total class rental amount for the entire session. Whichever amount is greater. (Room rental fee is \$25 for each time the class meets.)

Non HAAA member Art Instructor: The fee is 30% of the gross class income OR the total class rental amount for the entire session. Whichever amount is greater. (Room rental fee is \$25.00 for each time the class meets.) In the case where the room rental fee is more than the percentage, the instructor is responsible to cover the entire cost of the rental fee. Also due to HAAA, all nonmember fees paid by students. Fee for nonmembers is \$10. Instructors are responsible for all taxes for the income received for teaching a class/workshop. A class roster and financial statement will be provided to the Instructor for each class/workshop upon receipt of all student registrations. The Instructor will receive payment following the conclusion of each class/workshop.

CANCELLATIONS:

If you must cancel class for any reason, please notify HAAA and your students as soon as possible.

Classes/workshops will be cancelled when the Derry Township Schools close for inclement weather. For a two hour delay – the instructor will determine if the class is cancelled or not.

Every effort will be made to reschedule a cancelled session. If this is not possible, the students will receive a refund of the prorated portion of the cost for a weekly class or workshop of more than one day. For a one day workshop, the student will receive a full refund if the workshop cannot be rescheduled. Rescheduled classes/workshops will have to be coordinated with the HDTHS by the HAAA Art Class Chair.

PARKING for classes at HDTHS:

All parking for classes is located in the back of the building. Enter through the entrance in the rear of the building. HDTHS Building: The use of the HDTHS property is limited to the room designated for classes without prior permission.

There is no refrigerator or microwave available on the premises for drinks or lunches.

The address is 40 Northeast Drive, Hershey (behind the Tanger Outlet Mall)

HOUSEKEEPING for classes at HDTHS:

A HAAA representative will assist the instructor in setting up and disassembling the room, tables, chairs and drop cloths are provided. Use only the utility sink for cleanup, not the bathroom sinks. The utility sink is located in a small room between the Men's and Women's bathrooms. All oil brushes or other oil equipment must be cleaned at home.

FORMS

Instructors teaching students under 18 years of age must have a PA Child Abuse Clearance on file with HAAA. Class Evaluation Forms are available on the HAAA website for students, and copies will be e-mailed to the instructor a few days after the class/workshop.

Thank you for your cooperation. We hope your teaching experience will be a rewarding one. If you have any suggestions on how this teaching program can be improved, please inform the HAAA Art Class Chair.

CONTACT INFO: Kathleen Grim, 322 Village Way, Harrisburg, PA 17112 Email: kgrim04@gmail.co

11/2017