

Chapter Meeting Projects Procedures/Policy

Projects will be painted at chapter meetings during a calendar year. Projects will be submitted at a chapter meeting in the fall to be voted on for the coming year beginning in January.

Teacher Responsibility:

- Submit project to be voted on with the Project Submission Form (found in the Newsletter or on the website)
- Submit a 3x5 card with the following information:
 - Name of Project
 - Length of Class
 - Medium
 - Special Supplies (students need to bring with them to complete the project)
 - Supplies Fee (pattern packets, mediums, other things you as the teacher will be providing)
 - Surface Fee (if you are offering the surface)
- Prep instructions will be provided to each student in advance if applicable
- On the day of class you will give each paid student a copy of written instructions and a photo of the project
- Classes may be 3, 4, 5 or 6 hours in length. Six hour classes will be divided over two months.
- Teachers will be paid 90% of the class fee charged per student for their class as follows:
 - 3 hour class - \$7.50 – you receive \$6.25 per student
 - 4 hour class - \$10.00 – you receive \$9.00 per student
 - 5 hour class - \$12.00 – you receive \$10.50 per student
 - 6 hour class - \$15.00 – you receive \$13.50 per student
- Teachers or 1st VP will collect all fees in the form of checks only and turn the money in to the Treasurer. All checks will be made payable to CBDP and the Treasurer will reimburse you for the teaching, surface and supplies fees.

Student Responsibilities:

- Register for the class and pay the class, surface and supplies fees by the deadline. Class fees are as follows: 3 hour-\$7.50, 4 hour-\$10.00, 5 hour-\$12.00, 6 hour-\$15.00. Make checks payable to CBDP.
- Pick up necessary materials for class that are offered by the teacher at the designated date and time.
- Notify the teacher if you are unable to attend.
- Come to class prepared with your piece prepped and all special supplies the teacher requires as well as your regular painting supplies.
- If painting on an alternative surface of your choice is an option for the project, you are responsible for reducing, enlarging or altering the pattern to fit your surface.
- Students will supply their own paints unless specifically provided by the teacher. Prep paints are always the student's responsibility.
- Complete assigned homework between classes if the class is a 6 hour class that carries over two months.
- If you miss the class for any reason, it is your responsibility to contact the teacher and get your photo and written instructions from her.

Refunds:

- All fees are refundable if a participant cancels before the deadline.
- All fees are refundable if the class is canceled by the chapter, teacher or weather.

Version for vote in 2010