

# PROPOSAL FOR ADDING ART CLASSES

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Potential teachers wanting to conduct a fine art class at the PAPA Gallery must provide a class proposal to the PAPA board for approval.

That proposal must include the following

- A synopsis or brief summary of what concepts you plan on teaching and what approach you will take
- A lesson plan that includes activities for each class session
- A concise list of what materials and equipment you will be providing and what equipment belonging to PAPA that you intend to use
- A plan for cleaning up after each class session, e.g., oils, solvents, toxic materials must be removed by teacher and not put down the drain at PAPA
- PAPA Gallery must be cleaned thoroughly after each class leaving area clean for next activity
- A plan for collecting lab fees of \$2.00 from each participant at each class session. Fees of \$5.00 required for non-members. All fees are to be listed along with participants name on required slip and filed in lock box
- 10% of instructor's income from class is to be paid to PAPA Gallery at the time of each class session. Money is to be listed on separate attendance sheet as venue payment along with instructor's name, name of class and date.

Instructor must see that all opening and closing instructions are followed per PAPA procedure book.