

KENT ISLAND FEDERATION OF ARTS

Class Proposal Form

Name: _____

Date: _____

Tax ID Number (or Social Security Number): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone numbers: Home _____ Cell _____

Email: _____ Preferred Means of Contact: _____

Class Title (As it should appear in advertising): _____

Medium: _____

Preferred date of the class: _____ Preferred start time of the class: _____

Please list an alternative date and time: _____

Class Type: One Class _____ How long? 2, 2.5, 3 Hours Series: _____ How many classes? _____

Target Age Group: Children (5-12) _____ Teen (13-18) _____ Adults (18+) _____

Skill Level: Beginners _____ Intermediate _____ Advanced _____

Description of class, please write a paragraph describing your class (As it should appear in advertising) _____

Number of students per class: Minimum (3) _____ Maximum (10) _____

Instructor pay: KIFA pays 80% of tuition cost to instructors. For example, if you class costs \$100 and 4 students pay \$100 each (total \$400), you will receive 80% of \$400 which is \$320.

KIFA does not provide supplies for classes. You may charge students a supply fee to be paid on the day of the class. (\$5 to \$10 is a suggestion, may depend on the class)

Fee for class: Members \$ _____ Non-Members \$ _____

If you are providing materials, is there a materials fee? \$ _____

Are students required to bring materials to your class? yes _____ no _____

If yes, please provide a materials list:

This form must be completed and signed by the instructor, and returned to KIFA approximately 4 weeks prior to the class date. **We encourage all instructors to advertise your class in your art and social groups.**

Please email a short bio, and a photo of you and project samples for promotional purposes to arthousekifa@gmail.com

Liability: KIFA shall be held harmless from and against any claim, suit, damages, proceeding loss, injury or liability (including attorney's fees), whether in contract or in tort, (including negligence) arising out of, or related to any damage or loss of property or injury to person (including death resulting caused by or arising out of, or related to, any damage or loss of property resulting there from), caused by or arising out of the performance of the services. This agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

Agreement to teach implies acceptance of all policies as stated above.

Instructor Signature _____ **Date:** _____

Education Chair: _____ **Date:** _____

Executive Director: _____ **Date:** _____

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