

# Teaching Contract

Kathi Carter

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Name of business or guild I will be teaching for \_\_\_\_\_

Class # 1 : Class fee per day \$ \_\_\_\_\_

Class # 2(if offered):class fee per day \$ \_\_\_\_\_

Number of days: \_\_\_\_\_

Number of days; \_\_\_\_\_

Total: \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Kitting day \$ \_\_\_\_\_

Mileage .50/ mile total miles \_\_\_\_\_ total \$ \_\_\_\_\_

Trunk Show: \$ \_\_\_\_\_

Hotel \$ \_\_\_\_\_

Airline ticket \$ \_\_\_\_\_

Meals \$42.00/day \$ \_\_\_\_\_

Total event fee \$ \_\_\_\_\_

Dates \_\_\_\_\_

Booking Fee: \$200.00 this fee must be paid and returned with this signed contract. Booking fees can be paid by check or money order. The fee will be deposited at time of booking and the price will be deducted from teaching fees at time of class.

Contact name \_\_\_\_\_

Billing address \_\_\_\_\_

Telephone numbers and email \_\_\_\_\_

Will you be responsible for bringing in class patterns?

Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like to hold a kitting day in conjunction with your class?

Yes \_\_\_\_\_ No \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have we discussed?

Tools used during class:

The importance of pre-class instructions?

Yes \_\_\_\_\_ No \_\_\_\_\_

The time frame a class sample will be available to you?

Yes \_\_\_\_\_ No \_\_\_\_\_

Dates: \_\_\_\_\_

Have you been provided?

A supply list?

Yes \_\_\_\_\_ No \_\_\_\_\_

Pre-class instructions?

Yes \_\_\_\_\_ No \_\_\_\_\_

Kitting information?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Travel reimbursement: All travel expenses to and from the event shall be provided, including hotel expenses, airfare, luggage fees and/or mileage, along with meals during travel to and from this event. Please int: \_\_\_\_\_**

- **Mileage:** Rates for mileage will be calculated at the going rate determined by the federal government, currently \$.50/mile.
- **Meals:** While I am traveling, you will be responsible for meals. Meals will be limited to \$21.00 for half day classes and \$42.00 for all day classes. All meals during the course of travel will be added to your invoice. Please Int: \_\_\_\_\_
- **Transportation:** You will be responsible for providing me transportation to and from the airport and to and from classes. Please Int: \_\_\_\_\_
- **Airfare:** If you want to book the airfare that is fine. If I am setting up the travel arrangements, you will be required to reimburse the full amount of the ticket within 10 days after the purchase of the ticket. I will not purchase any ticket without your prior approval. All airfare will be purchase 45 -60 days in advance at the lowest price that I can find. Cancellation of classes after the airline tickets have been purchased will require full payment of class fees. Travel to and from the airport, both ways, at current mileage rates. Parking fees will be added to the mileage rate. Otherwise you will pay mileage for two round trips for someone to drop me off and pick me up. Please Int: \_\_\_\_\_ (If airfare is less expensive than mileage and I choose to drive, I will only charge the cost of the airfare plus the shipping cost on the quilts, if I am doing a trunk show. Driving is my option)
- **Luggage:** Due to new regulations on luggage, class materials will need to be shipped. Any extra fees for luggage will be added to the airline ticket. I will try to keep the luggage weights under the posted rates at the time of travel. If weight is posted at 50 lbs. I will stay within that limit to avoid extra charges, if possible. If shipping is required to avoid overweight charges, shipping rates will be added to your workshop fees. Please Int: \_\_\_\_\_
- **Hotel accommodations:** If travel requires staying overnight in a hotel on the way to the event or home from an event, the hotel room will be added to your account. Please Int. \_\_\_\_\_
- **During the Teaching Event:**
- **Hotel accommodations:** You will need to provide me with hotel accomodations during my stay. There are no exceptions to this policy. Please make reservations in a clean , nonsmoking room, with an inside door and hi-speed internet available in my room. Please Int : \_\_\_\_\_
- **Meals:** Due to the variation of how people pay for meals, I have determined a per diem rate for meals that I purchase on my own while driving or flying, at the rate of \$ 21.00 per half day and \$ 42.00 for full days. All meals during the course of travel will be added to your invoice. If meals are provided by the shop or guild, an adjustment will be made to your bill. Please Int: \_\_\_\_\_
- **Transportation:** I do not rent cars during my travel and as a result, it will be your responsibility to transport me to and from the workshop location and my hotel room, in addition to any other related activities that I may need to attend. Please Int: \_\_\_\_\_
- **Supplies:** The following supplies must be provided for the instructor during the workshop:

- **Husqvarna sewing machine is very important! This is necessary for all demonstrations throughout the workshop. If you do not have one available, please contact a Husqvarna dealer. Tell them who you are and explain that you have a contract with a National instructor who is flying and offering a workshop for a specified number of days. Most dealers loan the machines at no charge. There is often a request to pass out advertising materials, occasionally they require a deposit. If this route does not work for you, check with guild members or shop employees. I will provide my own feet, needles, and thread.**
- **24" x 36" olfa cutting mat**
- **6" x 24" ruler**
- **Ironing surface**
- **Small steam iron**
- **Quilt racks to display and hang quilt for class ( one for eah pattern that will be taught)**
- **A surge protector with a heavy duty extension cord.**
- **Restrictions: Maximum class time per day is 6 hours of teaching time (does not include lunch time) Maximum number of students, per class: 20 More than that makes it difficult for me to provide the quality of instruction that the students are paying for. Please Int: \_\_\_\_\_**
- **Emergency: if there is any emergency on your end after the airline tickets are purchased, you will be held responsible for the cost of the airline tickets, along with any shipping costs that have been incurred for the class or trunk show. I will not be held responsible for the the loss of any class fees. If classes can be postponed and a date can be worked out along with airline tickets, I would be more than willing to work something out. Please Int: \_\_\_\_\_**
- **In case of an emergency such as a family death or accident on my part, that would force me to cancel, I will take responsibility for the lost airline ticket and shipping costs. I will not be responsible for expenses lost at your end for lost revenue or administration costs. Rescheduling would be an option. Please Int: \_\_\_\_\_**
- **Note: I am an independent instructor. I have been asked to sign contracts stating that I am responsible for finding a replacement for myself, in the event that I have a problem that forces me to cancel. It is possible that I might miss my class due to poor road conditions, cancellation of flights, family emergencies, or some other unforeseen problem that might keep me from showing up. If I am forced to cancel, I can not be held responsible to supply financial restitution to the students, shops, guilds, or anyone else that is involved**
- **I intend to make it to any class that I have agreed to teach. If something does happen, I will make every attempt to reschedule, if possible. As a part of Judy Niemeyer Quilting Certified Instructors, and in the unlikely event that I must cancel,another Certified Instructor(s) may be contacted to continue the class. However, workshop costs, travel requirements for another Certified Instructor will need to be worked out with that Instructor, according to their teaching requirements. If a class can not be organized, I can not be responsible to supply financial restitution to the students, shops, quilt guilds, or any one else that is involved**
- **I do not want to cancel any classes, but things outside our control do happen. I feel that we make our best attempts and if things go wrong, we make the best of it. This is my guiding principle in this matter, and hope that you agree and invite me to teach.**

- **Name of business or guild that I will be teaching for:** \_\_\_\_\_
- **Contact person** \_\_\_\_\_ **Phone number** \_\_\_\_\_
- **Complete address** \_\_\_\_\_
- **Email** \_\_\_\_\_
- **Scheduled workshop dates** \_\_\_\_\_
- **Please sign this contract and send it with your deposit. If you have any questions, please contact me by phone or email**
- **Please sign here** \_\_\_\_\_ **Date** \_\_\_\_\_
- **Please mail original to Kathi Carter 343 W. Lakeview Ct. Vineyard, Utah, 84058 phone number is (334) 787-2577 or email is quiltingbykathi@aol.com**