



Art Class Proposal Form

ALL items must be complete and included with this form for your class to be considered. Please submit one document per class or workshop. Instructors are paid \$28 per teaching hour and may collect a supply fee from students and/or request students to bring supplies from a list.

Quarters: Winter (mid Jan/Feb/March/April), Spring/Summer (May/June/July/August), Fall (September/October/November/December)

Deadlines:

Fall Quarter (classes from mid Sept-December) - June 12, 2015

Winter Quarter (classes from Jan-April) – October 2, 2015

Spring/Summer (classes from May-Sept) – February 5, 2016

Heading:

- Name of instructor, address, phone number, email
- Name of proposed class or art camp* (camps run during spring, summer and holiday breaks)
- At least TWO SETS of dates/times for each class, so we have flexibility in scheduling
- Total instructional hours & length of your lunch break if needed(lunches are not included in instructional hours)

Next Segment:

- Brief class description of the class. Please be brief and explain exactly what the student will learn and make - no more than one paragraph.
- Age range of students (adults are 18+, Arty Hour** adults 21+, teens are 13-17 yrs., youth are 6-12 yrs. but can be broken up into smaller age groups)
- What level the class is: Beginner, Intermediate, Advanced, All Levels and any “prerequisite” you require
- Maximum amount of students (there are 12 tables in each classroom/2 seats per table)
- Supply fee per student (if applicable), and what supplies you are providing
- Supply list, if applicable
- Equipment needs for your classroom (i.e. overhead projector, tabletop easels etc.)

- Are you teaching this same class within a 30 mile radius of downtown Everett? If so, where?

Last Segment:

- Artist bio or statement, no more than two paragraphs.

Attach:

- Photo for artist bio (your art or you with your art)—1-2 MB, jpeg, color, 300 dpi:

- Class project photo(s): 1-2 MB, jpeg, color. Make sure they show what you will be teaching in class.

If you are proposing a class that you have taught here within the last 12 months, with no changes please submit your information with this new format and then we will keep that format on file for future classes.

***Art Camps** – Offered for ages 6-17 during school breaks. Classes usually run 4-5 consecutive days in a row, 2-3 hours per day depending on age level and are offered 10 am-12 pm, 10am-1pm, 1-3pm or 1-4pm.

****Art & Wine** - These project-oriented workshops offer a glass of wine, which is included in the class fee. Supplies are also included in the class fee. They are usually 6-9 pm. Please label your document “Arty Hour” and include the cost of supplies PER STUDENT with your proposal.

Questions?

Please contact Shannon Tipple-Leen, Art Class Coordinator for painting, drawing and diverse disciplines at stipple-leen@schack.org or 425-259-5050, ex. 24.

Please submit all class proposals to: stipple-leen@schack.org.