The Village Gallery of Arts - 1060 NW Saltzman Road - Portland, Oregon 97229 www.villagegalleryarts.org Phone: 503-644-8001

# VGA Instructor Guidelines

This document describes the procedures that VGA instructors/independent contractors must follow in order to initiate and teach a class or workshop at VGA and receive payment.

# Policies

* The upfront fees ($25 per class title for in person classes; $5 per class title for online classes) are due prior to the date of the first day of the class
* Please allow time for VGA to advertise the class and initiate registrations. The deadline for the Focus Newsletter is generally the 10th of each month. It is critical to have your dates, times, jpegs and class description prepared in advance of your class by preferably 2 months. That gives VGA sufficient time to advertise and register students. Securing your pending class dates farther out gives everyone more visibility and opportunity.
* Instructor may pay his/her non-refundable upfront fees in full (up to several months' worth of classes) when contracting with VGA to teach a class.
* VGA will not open registration for a class until the instructor has paid all upfront fees

## Procedures

The following steps describe the flow of information and documentation from the instructor to the class coordinator, and finally to the treasurer who pays the instructor.

1. Instructor initiates contact with Classroom Scheduler/teacher liaison (emails - class title, description, dates/time, cost, etc)
2. Teacher liaison provides documents and requirements (Independent Contractor Agreement, VGA Instructor Payment Policy, Back Ground Check application, if applicable.)
3. The instructor pays class deposit upfront fees (via a payment to Village Gallery, notes in transaction to detail Class Title, Class date(s), Teacher name). Instructor should retain the deposit receipt number for reference when invoicing for the completed class.
4. Classroom Scheduler includes class information into the next available newsletter, registration/ticketing and marketing will proceed.
5. Class Scheduler adds the new class info to a document that goes into the VGA newsletter, other members update the VGA website, and the gallery's outside display case. Advertising and other media outlets are also updated by various committee members
6. After the last session of the class is taught and all students have paid, the instructor completes an invoice showing the breakout of the student payments (member vs non-member, if discounts apply) an invoice template for instructor use will be provided upon request.
7. Instructor will send the invoice to the assistant Treasurer who will check the invoice against the student registrations received and prepares a check. The assistant Treasurer presents the checks to the treasurer for approval signatures and then the payment will be mailed or delivered to the instructor.