VGA On-line Instructor’s Process

Complete the Independent Contractors Agreement keep the class description generic for this document, so that is covers all potential class offerings. Return this to the classroom scheduler either send electronically or print and put in classroom scheduler’s mailbox (notifying scheduler).

Complete the W-9 form and return this to the Treasurer’s mailbox (supplied in packet).

Schedule an on-line class.

1. When you are ready to schedule a class, project into the future, a date and time which is about 2 months out so that VGA can advertise in all appropriate media. Make sure those dates and times are available by visiting the website at <https://villagegalleryarts.org/events/> (The classroom scheduler needs this information prior to the 10th of each month which is the general deadline for the Focus newsletter.)
2. Send to the classroom scheduler or class recruiter, a **text only file description of the class** you are going to teach along with a **short ‘about the instructor’ bio**. (Use current class listings on the website as a sample guide) **and** **one or two jpegs** of the work that represents the class. Do not format the text or embed jpegs in your description document. Please send jpegs and documents as separate files.
3. The gallery will need to know how many sessions in your class, the minimum and maximum number of students you will accept, the cost, a supply list if needed, whether a supply fee is due payable to the instructor.
4. A non-refundable ‘at risk’ fee of $5 is required for on-line classes (This fee is to cover advertising, and an administrative fee) This can be paid at the gallery or by sending a check to the gallery Attn: Treasurer, noting that it is a class deposit and for which class it covers, make sure the transaction includes your name and the class title.

The VGA newsletter, Art Focus, is published mid-month each month. Any new classes, additions or changes in your class information **must be received by the classroom scheduler before the 10th of each month.**

If you need to cancel the class, a full refund will be made to the students.

The gallery refund policy for students canceling is: Should a student cancel within 7 days of the class there is no refund. If a student misses a class, the instructor may make arrangements to accommodate at their discretion. If a registered student cancels prior to 7 days of the class, a $25 service fee is charged and the remainder is refunded, minus any other fees associated with the registration service.

After your class has completed prepare and send an invoice to the assistant Treasurer, include number of students attending your class, prices of your class and your specific class information. Include the receipt number for the non-refundable deposit. That will expedite payment.

VGA Treasurer will deliver or mail a check.

Please refer to the Instructor Payment Policy for more payment information.