

Teacher Proposal

Name

Address

City State Zip

Phone Email

Website

FORMAT (Mark with an X all that apply)

Class (3 – 4 hours)
How many weeks (classes meet weekly for 3 – 8 weeks)?
Which day(s) of the week do you prefer?

Workshop (4 – 8 hours per day, usually on the weekend)
How many days?
How many hours per day?
Which day of the week?
What date(s) do you prefer?

TARGET DEMOGRAPHIC (Mark with an X all that apply)

Adult

Youth Age range:

Special interest group (i.e. teachers) Please specify group:

CLASS TITLE:

Class description (200 words or less):

Shorter class description (75 words or less, for marketing and promotional materials):

Short instructor bio:

ASSISTANT (Mark with an X all that apply)

I will provide my own assistant Name:

I would like SCBA to provide an assistant for this workshop

Special skills required:

I do not need an assistant

Assistants who volunteer for SCBA (whether provided by a teacher or SCBA) earn credit toward equivalent time in an SCBA class or workshop (not including materials fees), good for one year.

TOOLS, MATERIALS & SUPPLIES

1. Tools, materials and supplies provided by SCBA:

2. Tools, materials and supplies provided by instructor:

Cost / student for instructor-supplied materials:

3. Tools, materials and supplies students will be expected to bring with them:

Additional prep time required (hours):

SCBA budgets one hour of paid prep time into each class / workshop. Additional prep time can be paid, and will be factored into the tuition cost of the class, which may affect enrollment.

ADDITIONAL ITEMS

- Please provide 1-2 images relating to the class (to be used in the consideration of the class as well as marketing and promotional materials) in the form of digital files (200 - 300 dpi jpg)
- Please attach a brief synopsis of the syllabus, (ie: Day 1, Day 2, etc.) and any relevant handouts, etc.

Additional comments / questions:

SCBA TEACHER POLICIES

- Teachers are paid \$40 / hr for instruction time, \$20 / hr for prep time
- Classes that are co-taught split the instruction pay between the teachers.
- Please inquire about travel stipends or lodging if you are applying from out of town.

Please return this form to: info@seattlebookarts.org or PO Box 4037, Seattle, WA 98194