

To all teachers of classes and workshops at Greensburg Art Center:

This document contains the information and attached forms necessary to support the success of your upcoming class or workshop.

1. A class information folder includes a registration information list of the students enrolled in your class, located inside the door of the gallery, on the left in the desk drawer. The blue binder titled "Class Enrollment Information" should include complete, accurate, and legibly recorded registration information for classes and workshops. You should be able to, at any time, check on your class registration. You can also get this information by calling the Center (724-837-6791) and having the monitor check for you. Copies of registration forms and methods of payment, are kept under those sheets within protective plastic sheets. To monitor attendance during classes, dates attended may be recorded on the back of the registration sheet, as desired.
2. The Teacher Pay forms required for reimbursement (for teaching services) are stored in the office storage drawers - digital versions are attached to the e-mail version of this letter. The form is to be completed regarding your hours taught and pay rate, etc. After completion, the Teacher Pay Form will be placed in the Treasurer's gray slotted box on the counter, and once approved, the Treasurer will issue a check for your services. Note: it is the instructor's responsibly to complete the form to obtain payment. Those graciously donating their services should continue to complete the forms for bookkeeping and acknowledgement purposes.
3. If you don't have a key or other access means, you may enter the Center at any time by way of the lock box located to the left of the main entrance. Call us ahead for the confidential access code if you need it and for the specific procedure to unlock the box.
4. An inventory of items in the Supply Closet area has been made. Many materials that you may need for your class or workshop may be found in that area. After a thorough check of the storage area, if you still need supplies for your class, you may purchase the necessary items by calling a member of the Education Committee for approval. Items may also be ordered or purchased and paid for through the Center after approval. Once purchased, compensation may be received by turning in a receipt and a completed Teacher Reimbursement Form (copy included). Submit it and receipts to the treasurer in that same gray box. If you have any questions, please check with one of us to help with materials and any material purchases.
5. Teacher payment structure is as follows:

3 students - \$10.00/hour, 4 students - \$12.00/hour, 5-7 students - \$15.00/hour, 8-12 students - \$20.00/hour, 13 and more students - \$25.00/hour.

Note: Workshop payment details will be discussed between the presenter and the education committee as necessary.

6. Instructors at GAC are expected to uphold the highest standards of professionalism and consideration during their course offerings. Please note that rolls of paper are to be used to cover the tables – paper may be reused throughout a class series whenever possible. Feel free to move furniture, lamps, etc. to suit the needs of your class. Just be sure to return everything to the way you found it.

A 10% cleaning fee will be assessed if extra cleaning of tables and teaching areas is required at the conclusion of any class, workshop, or special activity.

Those having any possibility of contact with minors must obtain PA clearances. See Education Committee member for details.

Starting February 15, 2019, instructors of Open Studios will assess all non-members of GAC a \$5.00 Building Use Fee. Members will continue to pay the \$4.00 fee.

7. If you have not yet completed an Art Instructor/Teacher Bio form (or your own printed resume), please complete it and submit to Nancy or Pat's mailbox. Also, consult the calendars posted on the bulletin boards to confirm your and others' class dates and locations.
8. Although every effort will be made to notify instructors in advance of special events and openings, all teachers are requested to be aware and make adjustments when such activities arise. Your cooperation is greatly appreciated in order to accommodate the many activities which occur at our active art center.
9. We will stay in contact with you by e-mail or phone prior to the start date of your class. If there is a question as to your class being held due to low enrollment, you will be notified and a mutually agreed decision will be made as to whether your class will proceed.

If you have any areas that need clarification, please contact us at the addresses below. Thank you for your support of GAC and its classes and students!

Nancy Dalverny, lednhd2@verizon.net, 412-373-0711 (Home); 412-523-6686 (Cell)

Shirleah Kelly, shirleah1@aol.com, 412-915-0301; Pat Majcher, majr1186@comcast.net, 724-244-6584