

REGION-SPONSORED ONLINE COURSE PROCEDURES

1. The region board will determine if the course will be fully funded by the region or if only part will be funded. Items to consider funding are teaching fee, postage for mailing, etc.
2. The education chairman will choose a committee of two other board members.
3. The committee will decide on the technique to be offered.
4. The committee will reach out to teachers in the determined technique and ask them to submit up to three (3) two-day courses for consideration.
5. The courses submitted will be presented to the region board and the board will choose one course.
6. The region board will determine when the course will be offered to the members.
7. The committee will notify the teacher of their acceptance and send a contract for the teacher to review and sign. A copy of the registration form that will be sent to the region members is also sent with the contract for the teacher's approval.
8. Two weeks prior to the opening day of registration, an email will be sent to the region members and MALs (Members At Large) announcing the course and the registration dates. The registration information and a picture of the course will also be included in this email. If the timing is right, the registration information should also be published in *Border to Border*.
9. Registrations are sent to the education chairman. The education chairman keeps a list of registrants on the computer and verifies that each registrant is a current RMR member by consulting with the region membership/marketing chairman. The education chairman will keep the teacher informed throughout the registration time period with a list of the names and mailing addresses of registrants along with any particulars such as kit colorways (if offered), etc. so that the teacher can plan for the supplies needed to kit the course and mailing.
10. One week before the close of registration an email is sent to all RMR members reminding them of the registration closing date.
11. After the close of registration the education chairman finishes confirming all the registrants and sends a final list to the teacher.
12. The teacher will invoice each of the registrants for kit fees. Registrants will pay the teacher and in turn the teacher will send the kits to the registrants.
13. The education chairman needs to stay in communication with the teacher to make sure her kitting and mailing is on schedule.
14. The education chair will instruct the treasurer to send a check to the teacher that will include the funds paid by the region.



The Embroiderers' Region of America, Inc.

Region-Sponsored Online Course - Teacher Contract

This contract is entered into between Rocky Mountain Region, The Embroiderers' Guild of America, Inc. (hereinafter referred to as 'the Region') and [Name of Teacher] (hereinafter referred to as 'the Teacher'). In consideration of the terms, conditions, and mutual agreements herein contained, the Region and the Teacher agree as follows:

The Teacher agrees to provide a course for each registered student to include:

- A complete kit with instructions, [list other items here]
- Course help and advice via email per the dates listed below.

Registration will take place between the dates listed below. The education chairman will update the Teacher with registrants' information throughout the registration time period and send a final list of registrants to The Teacher at the close of registration. The Teacher will invoice each registrant for their kit, in a timely manner. The student will send a check directly to the Teacher for the kit. The Teacher will send kits by date specified below.

1. Course:

- a) *Title:*
- b) *Technique:*
- c) *Level of difficulty:*

2. Dates:

- a) *Registration Dates:*
- b) *Kits Mailed by:* **Note:** Set mailing deadline date eight weeks after close of registration.
- c) *Teacher available for help via email from:* **Note:** For a period of six months after kit mailing deadline date.

3. Teacher Fee: The Region agrees to pay the Teacher a fee of \$[000] for her services.

4. Kit Fee: \$[00] per student. (Students will pay the Teacher directly for the kits.)

5. Mailing Cost: **Note:** Either paid by the region or included in kit fee.

6. Cancellation: If for any reason, the Teacher cancels this contract, the Region will be released from all financial obligations to the Teacher. The Region will notify the teacher 30 days before the opening of registration if, for any reason, this contract needs to be canceled.

7. Publicity: The Teacher gives permission to the Region to publicize the course in the region newsletter and/or on website through photographs, descriptions and the Teacher's resume' _____ (initial)

TEACHER:

Signature

Date

Printed Name

Address

Phone

Email Address

To Teacher:

Please fill out, sign and date all copies (and Addenda, if any), initial any crossed out, non-applicable paragraphs and/or sections. Return all copies to the Education Chairman. The Region will return a signed and dated copy to you.

ROCKY MOUNTAIN REGION

The Embroiderers' Guild of America, Inc.

Region Director or Assistant Region Director signature

Date

Region Education Chairman signature

Date

[Name of Current Education Chair]

[Street Address]

[City, State and Zip Code]

[Phone Number]

[Email Address]



Announces

[Name of Course] by [Name of Teacher]

Description of Course: [This paragraph contains a brief description of the course, skill level(s), the techniques and materials involved, and if there are color choices.]

Pricing:

\$[000] Note: mention if the price includes things like a partial or complete kit; just text; etc.

List of Supplies Included:

[This paragraph should be a detailed list of the supplies]

Additional Supplies Needed (not included):

[This paragraph would include items such as stretcher bars, scroll frame, hoops, etc.]

This course is available to all RMR members to work on their own at home or chapter groups may be formed, if desired. [Name of Teacher] will be available for [Time frame Teacher will be available] via email if there are any questions concerning the instructions, threads or any stitching problems that might arise.

Important Dates:

Opening Registration:

Closing Registration: Note: One month after opening of registration

Kits will be mailed approximately 8 weeks after close of registration.

Registration:

To register for this course, email [Name of Education Chairman] directly at: [Chairman's email address]

Please include the following information:

Your full name

Your mailing address

Your email address

Your phone number (in case there is a problem with email address)

Chapter affiliation

EGA membership number

Kit color choice (if applicable)

[Name of Education Chairman] will then confirm that she received your registration request. [Name of Teacher] will send an invoice that you can print and return with your check. Kits will be mailed directly to you from the teacher.