

## CACTUS WREN DECORATIVE ARTISTS TEACHER'S GUIDELINES

Thank you for volunteering to teach at Cactus Wren Decorative Artists. Teaching at CWDA is done for the love of teaching and sharing of ideas and techniques with fellow members as well as for the practice and exposure as a teacher. It is the motto of the Society of Decorative Painters and Cactus Wren Decorative Artists to learn and share the joy of painting.

Profit should not be a goal. The following are guidelines to help you have a positive teaching experience.

1. Completed project samples should be on display at least two months prior to class with the exception of September and October samples which should be on display in May.
2. Surfaces and patterns should be available for pick up by students one month prior to the paint-in. It is the student's responsibility to make arrangements for pick up if they are unable to be at the meeting.
3. Teacher will be available at the paint-in table at the meetings to answer questions, collect surface fees, pass out patterns, surfaces, etc.  
If the teacher cannot be there it is the teacher's responsibility to appoint someone to take their place.
4. Students are required to write a receipt number on the sign up sheet indicating that they have paid for the class. If there is no receipt number the teacher is NOT responsible for any class preparation for that student.
5. Late sign-ups are at the discretion of the teacher. Teacher should advise student to pay the paint-in fee at the meeting and to bring the receipt number before admission to the class.
6. Cactus Wren Decorative Artists will issue each teacher a check for \$20.00. This payment is intended to defray the cost of copies and materials. A teacher may charge an extra fee to cover the cost of color copies and oversized patterns (such as floor cloths, etc.) or for an excessive number of pattern pages. These costs must be stated on the sign-up sheet and collected at the time of pattern pick up. There should not be a charge for a full pattern packet. Occasionally a teacher may offer a palette for a nominal cost or a student may request to purchase a palette from the teacher. Palette fees are at the teacher's discretion. Extra surfaces may be offered for sale at the time of the class at the teacher's discretion.
7. CWDA members will be available to help set up the class. The teacher should determine the number of tables needed and the table configuration. The tables should be covered with plastic that is provided by CWDA.
8. Teachers should arrive on time to class and are responsible for their own easels and teaching aids ( demo boards, etc. ). The teacher should mark off attendance on the sign-up sheet. A legible copy of the sign up sheet should be turned into the Treasurer after class. Teachers should remind students to dump their dirty water outside only and that cell phones should be turned off or onto vibrate. Any calls received should be taken outside the class area. The teacher is not responsible for waiting for that student.
9. At the end of class the teacher should ask students to leave their painting area clean, and for those that are physically able to stack chairs and fold down tables. Plastic table coverings should be folded and returned to their container .
10. Make-It- Take-It Paint-Ins - The teacher should be prepared to have the project prepped so it is able to be completed in class. The cost for the Make-It- Take-It should be all inclusive (pattern, prepped piece, picture, etc. ).
11. Christmas Ornament Paint-In - The teacher should be certain to check with the Paint-In Chairperson to determine what type of Paint-In it will be. Historically, it has been run as a regular Paint-In or as a Make-It-Take-It. It is CWDA tradition that the ornament paint-in teachers paint an ornament to exchange with the other ornament teachers.
12. Any questions or concerns regarding Paint-Ins should be directed to the Paint- In Chairperson.