

Nature Coast Decorative Artists

Guidelines for Scheduled Teachers

3 Months before your scheduled class:

Submit a photo of your project to the Programs Chairman, and identify the medium you will teach. (oils, acrylics, etc...)

Include a list of supplies the student will need for the class and identify the supplies the teacher will provide. If a specific surface is needed, inform the Programs Chairman as soon as possible.

Please tell us how long, in your estimation, the class will last.

We need this information as soon as possible to advertise it on the website and in the newsletter.

1 month before your scheduled class:

Attend the chapter meeting if possible, and register students for your class before the meeting. The students may pay for your class at that time if they choose. This will give the students an opportunity to ask questions, and you will have an idea of how many students to expect.

If you want students to do prep work, please have the instructions and pattern ready at that time. It is the responsibility of the teacher to prepare the teaching instructions packets for each student. Please prepare at least 25 packets or more if needed. The teacher will be reimbursed by the chapter for expenses.

Day of your class:

Please plan to attend the meeting 45 minutes prior to the start of the business meeting. It will give the students time to ask questions, and time for the teacher to prepare for the project.

After the class:

If you have purchased items for your class and have been reimbursed, please return all unused supplies, packets, etc., to the Program Chairman.

The NCDA Chapter sincerely appreciates your time, effort, and willingness to share your talent with our members. Our success depends on faithful members like you!