



Black Belt Treasures
CULTURAL ARTS CENTER

Instructor Application

Name:

Address:

City/State/Zip:

Phone:

Cell:

Email:

Are you a Black Belt Treasures Cultural Art Center (BBTCAC) Artist?

Yes No

Have you taught at BBTCAC before?

Yes No

Areas of Specific Interest/Expertise:

What are your goals in teaching at BBTCAC?:

What previous teaching experience do you have? *Please include classes, location, ages taught*

Teaching Philosophy – *Describe your teaching style, expectations of students, and project outcomes*

Would you be interested in teaching classes/workshops at BBTCAC in Camden?

Yes No

Would you be interested in teaching classes/workshops at BBTCAC partner locations?

If yes, which counties would you be available to teach in?

Any

Dallas

Montgomery

Bibb

Greene

Perry

Bullock

Hale

Pickens

Butler

Lowndes

Sumter

Choctaw

Macon

Washington

Clarke

Marengo

Wilcox

Conecuh

Monroe

Please initial the following and sign

Instructor understands and agrees to:

- Complete all required information as outlined in this Class/Workshop Proposal
- I acknowledge a Class/Workshop Proposal will be required if my Instructor Application is accepted
- Acknowledge that a criminal background check may be required
- Complete a W9 form prior to first class (if requested by BBTCAC)
- Provide the following for website publicity:
 - a brief bio (1-3 paragraphs) *and*
 - photographs of YOU and YOUR WORK (or a previous class)
- Understand that ALL Class Registrations are to be made through BBTCAC. Instructors may not promise or guarantee that a potential student is guaranteed a spot in a class.
- Understand that checks are issued by BBTCAC and will be mailed to you on the 15th of the month, following each class. Please make sure to submit class sign-in sheet for accurate payment
- Disclose all expenses and materials required prior to class meeting
- Inform BBTCAC Art Programs Director of any hazardous materials, open flame, or electrical needs prior to class meeting
- Submit a completed sign-in sheet for each class for reimbursement. All class fees are collected by BBTCAC. Instructors will be provided with sign-in sheets prior to each class
- Assist with promoting classes –
 - Approved classes will be promoted on www.blackbelttreasures.com and via our various other promotional avenues (email, social media, regional flyers). Instructors are encouraged to share promotional materials provided by BBTCAC staff
 - All Instructor created publicity materials that include BBTCAC logo and information must be approved by BBTCAC staff
- Notify BBTCAC of any changes in class information, requirements, or cancellation at least 48 hours prior to scheduled class time
- BBTCAC Classes/Workshops may be changed or cancelled at the discretion of BBTCAC due to low enrollment, illness of instructor, or other extenuating circumstances. In event of cancellation, BBTCAC will notify registered students
- Leave studio/classroom space clean after each class/workshop. All supplies, tools, and equipment must be returned to the storage areas and tables and chairs arranged neatly
- Report any problems or concerns to BBTCAC staff as soon as they occur
- Not hold BBTCAC responsible for any injury, loss, damages, or expenses of any nature sustained by Instructor or Instructor's personal property during any class, workshop, performance, or in the execution of any duties or obligations pertaining to this agreement
- I acknowledge that all information provided is true and accurate

Signature _____ **Date** _____

Send your completed application packet to:

BBTCAC
Art Programs Director
209 Claiborne Street
Camden, AL 36726

Or: email: kristin@blackbelttreasures.com