



Circuit Teacher Program Guidelines



The Circuit Teacher Program objective is to provide continuing education in quilting to GSQA members and prospective members through traveling teachers. Fees per class are \$20.00 for a GSQA member and \$40.00 for non-members.

GSQA will pay teacher expenses for two classes per guild per year through the Circuit Teacher Program. Additional classes may be scheduled with the teachers as long as the guild understands they are responsible for all the teacher expenses involved for the additional classes.

CHAPTER RESPONSIBILITIES

1. The Guild, Chairman or other identified person should provide the members with all information distributed by GSQA on the program.
2. To request a class for your guild:
 - A. Contact the teacher to schedule a mutually agreeable date. Then mail a copy of the REQUEST for a class form to the Circuit Teacher Chairman.
3. Contact GSQA Circuit Teacher Chairman if assistance is needed in filling the class (15 minimum, 20 maximum). If the minimum is not met, the chapter members attending may agree to share the minimum fee of \$300.00.
4. **2 WEEKS BEFORE THE CLASS:**
 - A. **Send 3** copies of the completed CLASS SIGN UP SHEET in ink with all collected fees. Checks must be payable to GSQA. In the event that a student cannot attend, GSQA does not refund the fees.
 - B. Provide students with supply lists which will be sent by the teacher.
 - C. Arrange for meals and sleeping quarters for the teacher, if necessary, GSQA will reimburse the guild for \$40 of the hotel bill with a copy of a receipt provided the teacher lives more than 150 miles from the class site. GSQA does not reimburse for meals.
5. **CLASS DAY:**
 - A. Provide classroom space and necessary supplies as discussed with the teacher. GSQA will reimburse up to \$50 for room rental when necessary with a valid RECEIPT.
 - B. Make a copy of the CLASS EVALUATION for each student. Ask each student to fill one out at the end of class.
 - C. Mail completed CLASS EVALUATION forms to the Circuit Teacher Chairman.
6. Keep copies of the Circuit Teacher Program in chapter file so new officers will have the information.