

# Workshop instructor guidelines

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These guidelines were approved at the September 10 ORVAG Board Meeting.

- **A minimum of 5 participants for class to be held.**
- **Board approval is required, prior to the event for:**
  - **Workshop / Instructor information (Application form is available on the web site).**
  - **Materials lists.**
- **In 2015 the instructors will be paid \$75/hr up to 3 hours of workshop for a maximum of \$225. This may be revised for future events.**
- **Workshop materials will be paid up to \$150 total after board approval, based on an actual total submitted for materials.**
- **Materials left over after the workshop will become the property of ORVAG.**
- **Private workshops will be subject to a \$25 fee for the building and a 15% commission to paid to ORVAG.**
- **Workshop participants will pay a goodwill fee of \$10. Participant money can be used to offset electric costs.**
- **Upon completion of every workshop, instructors are responsible for:**
  - **Cleaning any area they used**
  - **Bagging garbage (leave bag by the front door)**
  - **Turning off all lights**
  - **Locking the door**