

Workshop Procedure

for Study Groups/Guilds/Traveling Teacher

No one knows better than its members what or who meets the study groups/guilds needs or desires. Many factors enter into the equations: access to an educator, cost and logistics. These are steps to bring the event to fruition.

1. Deciding on the teacher or teachers for various workshops of interest for the group. Google fiber disciplines to explore options.
2. Contacting those educators to ask for a list of available workshops, cost for workshops, minimum and maximum students, available dates and travel expenses. This task can be designated to one or two members of the group.
3. Presenting the options to the entire group and making decisions regarding workshop and dates. How many will participate?
4. Determining a venue and its cost for the chosen dates.
5. Workshops must be self-supporting (optional), that means all associated costs are divided among the workshop Students. Using a minimum of 10 students for a workshop to calculate initial cost if more students are acquired the cost may be adjusted.
6. Consideration for out-of-town teachers include hosting (place to stay) meals and extraneous equipment the teacher may require. If there are costs for these things they will have to be taken into account.
7. Once all of these things are determined a contract can be issued. The plan will be submitted to the appropriate Board for approval and the contract will be executed.
8. Advertising the workshop to the group/target audience only or the general membership is at the discretion of the group. Registration and payment must be made to secure a spot in the workshop. Optional: No refunds can be made but a student may recoup their payment from person another who wishes to take their spot if they are unable to attend. Registrar may keep a waiting list.

All of these facets are not difficult to accomplish but they do take time and commitment. Fortunately, each of the Study Groups/Guilds have interested members who can bring about these educational opportunities tailored to the desires of their individual Guild, Study Groups or Traveling Teacher.