

# Teaching Agreement

This will confirm our understanding that Gwen Bortner (the Teacher) will present the following workshop(s) for \_\_\_\_\_(the Organization).

	Class Title	Length	Date	Time
1				
2				
3				
4				
5				

## Location of workshops (name and address):

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## Fees, Expenses and Cancellation Policy

The Organization will be responsible for all teaching fees and customary and reasonable expenses associated with the above named workshop, including but not limited to, mileage calculated at \$0.565 per mile (or current IRS standard rate), parking charges, tolls, taxi fares, shuttle fees and/or rental cars charges, air fares, overnight accommodations and all meals.

A minimum of 12 hours of teaching is required, but can be shared between other groups. A deposit of 25% of the estimated teaching fees is due at the time of contract signing and locks in your date(s). The Teacher will provide a bill for the balance of teaching fees and accrued expenses at completion of the workshops and payment is due at that time. Once the contract is signed, the Teacher will be responsible for arranging transportation to and from the workshop unless agreed to otherwise. The Organization will provide overnight accommodations for the teacher on \_\_\_\_\_. In order to reduce expenses, overnight accommodations can be in a private, non-smoking home with private room and bath or hotel room. The Organization will provide or pay for all meals.

The Organization agrees to give 60 days notice of cancellation, if cancellation is necessary due to low class enrollment or other conflict. Cancellation must be confirmed by the Teacher via e-mail or phone. At that point in time, the organization will only be financially responsible for any accrued-to-date travel expenses (for example, \$150 to change the airline ticket, if it has already been purchased) and 25% of the estimated teaching fee (the deposit). If the Organization gives less than 60 days notice of cancellation, 100% of contracted fees and accrued-to-date travel expenses are due and will be billed to the Organization. If the teacher must cancel due to unexpected events (such as illness, a death in the family, etc.), she will give as much advance notice as possible and will be responsible for accrued travel expenses and fully refund the deposit.

**Book Signing:** As a book author, I would encourage you to arrange for a book signing event during my visit. There will be no fee for this event only reimbursement of any additional expenses if incurred. By letting me know your proposed date, we can work together to make the event a success.

**Book Signing Date & Time:** \_\_\_\_\_

**Estimate of Fees & Reimbursable Expenses:**

Description	Est. Fee
Workshops or Lecture of less than 3 hours at \$125 / hour ( __ HR(S) x \$125)	
Workshops of 3 or 6 hours at \$100 / hour ( __ HR(S) x \$100)	
Single Retreat class of 12 hours or more at \$85 / hour ( __ HRS of class x \$85)	
<b>Estimated Teaching Fees</b>	
<b>Less Contract Deposit (25% of above)</b>	
Large Class Surcharge of \$5 per student / hour over 25 students	
Estimated ground transportation expenses	
Estimated Airfare (Round trip between __ and __ airports)	
Estimated Accommodation expenses	
Estimated Meals expense	
<b>Estimated Total Due at Completion of the Workshop</b>	

**Special Equipment:** The organization will provide the following special equipment:

Dry-Erase Board or Flip Chart	X
LCD Projector	

**Handouts and Supplies:** The Teacher's Fee includes handouts for students who attend the class. Registrants who do not attend the class will not receive class handouts and copies are a violation of copyright law.

A complete list of homework and necessary supplies will be provided to the Organization upon receipt of the contract. A limited number of classes require an additional supply fee to cover materials provided by the instructor. In such a case, it will be stated in the homework and supply list. The supply fee will be collected directly from the students prior to class.

Teacher: Gwen Bortner	Organization: _____
	Representative: _____
Address: 11013 Le Grand Road	Address: _____
Le Grand, CA 95333	_____
Phone: 209.389.4055	Phone: _____
Email: gwen@knitability.com	Email: _____
Signature: _____	Signature: _____
Date: _____	Date: _____