

# Sew What! of CNY, Inc

## Information for Instructors

*A significant part of our mission at Sew What! is to foster education in needlecrafts and to provide a community space for all individuals to gather to practice their skills. To that end, we welcome our many talented volunteer instructors who share their skills and expertise with our patrons.*

**Sew What! of CNY instructors are volunteers.**

**They will be compensated with store credit at a rate of \$5 per hour of instruction.**

- A registration fee of \$5 for a workshop/class will be required of all participants payable directly to Sew What! of CNY, Inc, preferably paid via link on our website. The fee for a multi-session class would be the # of sessions X \$5: e.g fee for a 5 session class would be 5 X \$5 = \$25.
- Instructors typically offer a one-time Workshop *OR* a Class that meets over several consecutive days or weeks (usually 3-6 times).
- Instructors complete a class/workshop proposal (attached) including dates/times of availability.
- Our Class/Workshop Coordinator will manage the calendar and communicate with the instructor regarding their proposal. Once a class or workshop is on our schedule, we begin promoting it via our website, Facebook, Instagram, and the Community Calendar.
- Our advertising includes the instructor's preferred method of contact so participants can contact the instructor directly via personal contact or by registering on the website. This ensures that the instructor can cut off registration as soon as the class is full.
- About our space: In our classroom area, we have 6 BROTHER beginner sewing machines. Each sewing machine has a sewing kit with necessary tools included. The classroom has a cutting table and two ironing board stations. Machines can be moved from the tables to accommodate other non-machine sewing classes or workshops. We also allow participants to bring their own machines. We have an additional area of comfortable chairs for hand needlecrafts and conversation.
- Please be aware that our machines are not substantial enough for heavy-duty use.
- Instructors will be responsible for restoring the classroom space to the same configuration and cleanliness as they found it before leaving.

### **Supplies for Classes/Workshops**

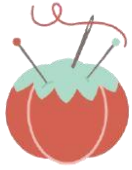
**Please include a supply list with your Class/Workshop Proposal.**

**Instructors are encouraged to use materials available in the shop whenever possible.**

**Materials Option 1:** Instructor comes to the shop and gathers materials to create a "kit" with all the necessary materials for the class. Participants purchase the kit in the shop or from the instructor, with proceeds going to the shop.

**Materials Option 2:** Instructor creates a list of supplies students will need and encourages *them* to purchase items in the shop. If there are things we do not have, participants will need to gather the materials on their own from other sources.

**Materials Option 3:** The instructor will provide the materials needed and may ask participants to reimburse the cost of materials only.



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