


## Submit Only One Class Per Form

- Open, download & *Save the PDF to your computer first.*
- *Then open it from where you saved it, and click “add text”  at the top of the page. Add Text to form.*
- *Complete form, save it again to your computer, & email back to us as an attachment.*

Or print and mail to:  
 Up North Arts  
 Attn: Classes  
 601 Chestnut Street, Suite C  
 Cadillac, Michigan 49601

## 2025 Teacher Class Proposal Form for Up North Arts

<https://upnorthartsinc.com/teaching-staff/>

Fill this PDF in online and email to [classes@upnorthartsinc.com](mailto:classes@upnorthartsinc.com)



First Name				Last Name					
Phone:			Email:						
Address				City:					
State:		Zip:		Today's Date:					
References (3) Names/Emails/Phone #'s									
Class Title:									
Course Description:				Maximum # of students you are willing/able to teach in one class		Age Level Class is suitable for		Are there any exceptions to the age limit?	
Teacher Fees & Materials Fees	<ol style="list-style-type: none"> <li>1. Teachers are to provide UNA their <b>required minimum base pay</b> for each class on class proposal.</li> <li>2. Teachers will be paid their <b>minimum base pay or 70% of class revenue</b>, whichever is greater when they provide all materials used in class</li> <li>3. Teachers will be paid their <b>minimum base pay or 60% of class revenue</b>, whichever is greater if UNA provides all materials used in class</li> <li>4. <b>Teachers may add and collect materials fees</b> in class from students.                         <ol style="list-style-type: none"> <li>a. Teacher pay will remain at their required minimum base pay or 70% of class revenue.</li> <li>b. Teacher must include this amount and what materials student will receive for this fee to be included in class listing. This will be conveyed in class proposal below.</li> </ol> </li> </ol>								

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MATERIALS FEES:	Materials Fee per student:	What will students receive for that fee?
If Up North Arts is purchasing all materials, you must attach a list of needed supplies and the cost per student. Materials will be purchased prior to the class. All leftover materials will remain the property of UNA		
Is class designed for: (choose 1) Beginner Intermediate Advanced All Levels	What, if anything should students bring to class above and beyond what they will receive for their materials fee?	

TEACHING FEE, PREFERRED DATES YOU WANT TO TEACH

What is your minimum base fee to teach?	Total Fee:	Your fee will determine the cost of the class to students. We use a formula to determine class registration fees based on your hourly rate.
What date(s) are your first choice to teach?		What times are your first choice to teach? (Example: 4pm-6:30pm)
Is this class a onetime class? Insert Yes or No Below	If class is NOT a onetime class, how many sessions/weeks is this class? Please list dates of each session.	Are there any instructions you would like to share with us such as special needs or equipment?

<p><b>Send 3 images of project that will be completed in class to <a href="mailto:classes@upnorthartsinc.com">classes@upnorthartsinc.com</a></b>                  Images MUST represent what students will be doing in class.</p>	Submitted images must be original thought of artist. Images should not be copyrighted by another artist, other than you. We use your images for advertising and promotion and we do not want to be put into a position of violation of copyright laws. If you have any questions, please let us know.
Someone from our programming staff will get back to you. Expect to possibly provide additional photos of the project you are proposing. We thoroughly vet our teaching staff and volunteers for the safety of our students and staff.	

Questions? Email [classes@upnorthartsinc.com](mailto:classes@upnorthartsinc.com)

*All Teachers are required fill out a 1099 Tax Form before teaching their first class each year. The appropriate forms will be sent out each year for those making \$600+ within a tax period\*\*\**

*\*\*\*Based on current requirements set by the State of Michigan and IRS*