



UP NORTH ARTS, INC
601 CHESTNUT STREET
SUITE C
CADILLAC, MI 49601
231-468-3040

TEACHER CLASS PROPOSAL

- Complete our Class/Workshop Proposal and Mail to Address Above
- Send 3 images of project that will be completed in class to: classes@upnorthartsinc.com
- Submitted images must be original thought of artist.
- When class is scheduled we will let you know by email.
- If you have any questions, please contact us at classes@upnorthartsinc.com

↓ DIRECTIONS TO COMPLETE THIS FORM ONLINE & EMAIL BACK TO US

- *Download & Save this PDF to your computer.*
- *Open from where you saved it, and click the "T" at the top of the page to add text in the form.*

- *Complete form, save it and change the file name to YOUR NAME & email back to us as an attachment*
- *Or Print, fill in and return by mail. (See address at top of form)*

↓ Required Personal Information

First and Last Name	
Email	
Address	
City, State, Zip	
Phone	
Website/Socials	



We thoroughly vet our teachers and staff. Please provide the following for a background check:

First Middle Last Name	
Current Legal Name	
Maiden Name(s)	
Birth date/ <small>Month/Date/Year</small>	
Race*	

*Race is required for the background check and will not be used as a deterrent for qualification to teach or work with students or other staff. Choose from the following: (American Indian, Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White, Hispanic or Latino, Middle Eastern or Other Not Listed)

Up North Arts, Inc. does not discriminate in its hiring practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.



Required Class Information

Creative Class Title	
Course Description: What will students be doing in class? This will be the description listed on the website.	

Proposed Date(s) and Time(s) you would like to teach: (Be specific)	
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What is the registration fee for this class?* This is the amount students will pay for your class. You will receive either 70% or 60% of this fee. (See Teacher Pay Information Below)	
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Ages this class is geared towards (Be specific)	
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Are parents required to stay with children under a certain age? Yes or No	
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If you answered yes to the last question, what is that age?	
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What is the ability level needed for this class? Choose one: Beginner - Intermediate - Advanced - All Ability Levels	
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Minimum # of Students you are willing to teach	
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Maximum # of Students you are willing to teach	
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Additional Information You Would Like Us to Know	
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Teacher Pay Information

<p>Teacher Pay when Teacher Provides all Materials</p>	<p>1. Teachers are paid 70% of class revenue, 2. Teachers may add and collect materials fees in class from students as long as teacher is providing all materials. 3. Teacher must include what the materials fee is and what materials student will receive for this fee to be included in class listing.</p>
<p>Teacher Pay when Up North Arts Provides all or some Materials</p>	<p>Teachers will be paid 60% of class revenue Teachers may NOT add and collect materials fees in class</p>
<p>Will you be providing all materials required for this class? Yes or No</p>	
<p>Is there an additional Materials Fee for students that you will be collecting in class?</p>	
<p>What is the materials fee you will be collecting in class?</p>	
<p>What will be students receive for their materials fee?</p>	
<p>What if anything, will students need to bring to class?</p>	



References Required

<p>Reference #1</p>	<p>Include Name, Phone and Email</p>
<p>Reference #2</p>	<p>Include Name, Phone and Email</p>

Thank you for submitting a class proposal to Up North Arts. We will be in contact very soon!
We're excited to have you on our teaching staff!