



On the Hill  
gallery

YORKTOWN ARTS FOUNDATION

Thank you for your interest in teaching at On the Hill gallery. Education is one of the core tenets at the Yorktown Arts Foundation.

This packet contains

- Teacher application
- Teacher contract
- W9
- Class Proposal Form. Tell us all about the class or classes you want to teach. Feel free to fill out more than one. Once an application, contract, and W9 have been completed, only Class Proposals and images will need to be submitted to schedule classes.

### **FREQUENTLY ASKED QUESTIONS.**

#### **How do we set prices/ teacher pay for classes?**

Teachers determine the amount they would like to be paid per student or per class. YAF adds 25% to the cost of each student and this becomes the price of the class per student.

#### **How are supplies handled? There are three options for handling class supplies:**

1. The teacher can tell YAF how much supplies will be, and we will add that to the cost and collect it. The teacher will receive the full compensation for supplies. We do not take any percentage of that.
2. The teacher brings supplies to class and charges each student a fee for the supplies. In this instance, the teacher is responsible for collecting the money for the supplies. Just a reminder, people sometimes forget to bring money to class so if it is a multi session class, you have the opportunity to collect the supply fee more than once. But, if it was one session and the person does not bring money for supplies, it's your responsibility to get that money from them.
3. The teacher can produce a supply list that is given out when the student registers or emailed to the student and the student is responsible for purchasing their own supplies to bring to class.

#### **How many students can the classroom facilitate?**

The classroom can hold anywhere from one to 21 students. If is a lecture class it can hold up to 40 people.

#### **What days and hours is the classroom available?**

The classroom is available from 10 AM to 9 PM, seven days a week. We suggest evening classes stop at 8:30 so there is time for cleanup. Set up for a 10:00am class can begin at 9:30am

#### **What is the minimum amount of students available for class?**

The teacher sets the amount of students they would like to teach. We recommend 4 students in order for the class to go. We have had teachers agree to less, it is entirely up to the teacher.

#### **Do you require any tax documents?**

We ask that each teacher fill out a W9. If the teacher makes more than \$600 in a year, we will give them a 1099.

**Please submit the documents in this packet along with images that represent what will be taught in the class. These images are used to create advertising for the class. Images can be emailed to [yorktownartsfoundation@gmail.com](mailto:yorktownartsfoundation@gmail.com).**

**Documents can be emailed or submitted in person. Thank you for your interest in teaching.**

### **Yorktown Arts Foundation Mission Statement**

Yorktown Arts Foundation was created to encourage an appreciation of the arts in the York County area by taking the arts into the community through outreach and education, and by providing avenues to promote local artists