**Faculty Teacher Contract**

This Contract is made and entered into by and between the Great Lakes Region EGA, Seminar 2018 (hereinafter referred to as Seminar) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as Teacher), and collectively hereinafter referred to as The Parties. In consideration of the mutual covenants and agreements of The Parties hereafter set forth, The Parties agree as follows:

1. Teacher agrees to teach the following class(es) at Seminar to be held Wednesday, April 18, 2018, through Sunday, April 22, 2018, at the Madison Marriott West, Middleton, Wisconsin.

Mini Class Title:

Length:

Day of Week:

Technique

Class 1 Title:

Length:

Days of Week:

Technique:

Class 2 Title:

Length:

Days of Week:

Technique:

1. Maximum class size shall be twenty-five (25) students unless prior written agreement is received by The Parties. Additional students over the class maximum may register with advanced written approval of both the Teacher and Seminar.
2. If by close of registration date for any contracted course to be taught by Teacher the minimum class size is not met, Seminar, at its sole discretion, may cancel this Contract for Teaching Services or portions thereof, without liability to Seminar and/or Teacher. In the event of cancellation, Seminar shall not be responsible for any expenses, including but not limited to, preparation costs, teaching fee(s), travel expenses and/or shipping costs. Teacher shall be notified of cancellation by telephone and a written cancellation confirmation notice shall be mailed or emailed to Teacher on or before February 1, 2018.
3. Teacher agrees not to accept a class registration directly from a student and that **all** student registrations must be made through the Seminar Registrar.
4. If within 30 days of Seminar, or during Seminar, the Teacher is unable to fulfill the contractual agreement due to illness, death or other extreme emergency, the Seminar committee retains the right to either cancel the class or to have the class taught during Seminar week, provided a qualified Teacher in the technique is available.
5. If a Seminar Teacher is unable to teach, the substitute teacher shall teach the same class(es) as proposed with the provided kit materials and be compensated at 75% of the teaching fee and the Teacher as noted in this Contract shall be compensated at 25% of the teaching fee.
6. Teacher shall not accept any other teaching contracts for the time period of April 18, 2018 to April 22, 2018.
7. The Teacher represents and warrants to EGA, with respect to all materials submitted and materials to be distributed to students for the class(es) identified above, either that:
   1. The material is the Teacher’s original creation and does not infringe upon copyright of any other person, OR
   2. For any material not the Teacher’s original creation, the Teacher has disclosed to EGA, through written credits, the source and author or any pre-existing work contained in materials. The Teacher has procured and grants to EGA license to use and distribute the pre-existing work within materials submitted, except for pre-existing materials in the public domain.
   3. The Teacher shall indemnify and hold EGA, its regions, its chapters, its members and each of their officers, employees and agents harmless from any and all actual damages, lost profits, statutory damages, and attorneys’ fees and costs incurred by EGA, or any other person or entity covered by this indemnity, as a result of the Teacher’s breach of this representation and warranty.
8. Teacher shall provide teaching pieces for display at Great Lakes Region meeting, May 6-10, 2017 in Chicago, Illinois, for publicity purposes. Teaching pieces should be shipped no later than April 21, 2017, to the Dean of Faculty, address below.

Framed pieces shall not be under glass and the piece(s) shall be wrapped adequately to protect from impact and water damage during shipping. Piece(s) shall be packed so they may be unpacked and re-packed easily, making sure to indicate the top of the piece(s). Seminar shall wrap piece(s) securely for return to Teacher. Pieces shall be displayed under secure conditions during the region meeting, and returned via UPS by May 19, 2017

1. Teacher shall not teach this class within the Great Lakes Region sixty (60) days prior to, or following, GLR Seminar 2018.
2. Teacher agrees to abide by the following EGA Policy: All sales at regional seminars, except boutique/bookstore and EGA merchandise, shall take place on Merchandise Night. No Teacher or Seminar participant may sell items from his/her room or a classroom. \_\_\_\_\_ **Teacher’s initials**
3. Teacher gives Seminar permission to publicize class(es) on EGA websites through photograph, class description, and/or Teacher resume. \_\_\_\_\_ **Teacher’s initials**
4. Teacher agrees to submit to the Dean of Faculty by postmark or email on or before January 15, 2017, the following, if not previously submitted with proposals:
   1. For the Seminar’s booklet, a digital photograph or electronic image of the finished piece(s). If the student is to do original work, a digital photograph or electronic image of a sample of such work shall be sent for inclusion in the Seminar’s booklet. No line drawings or photographs will be accepted. Please complete and return the release included as page 7 of this document.
   2. An accurate class description for the Seminar’s booklet, approximately 75 words in length, written to advertise the class to include exact title, level of proficiency, technique, size (if a set-size piece), fabric type and/or count, threads/yarn, advance pre-work required (including approximate number of hours), and/or prerequisites, if any.
   3. A personal resume of approximately 50 words to be used by Seminar in the booklet for publicity.
   4. A list of suggested materials the Teacher would like to have available to their students through the boutique.
   5. If the student is required to bring to class supplies that exceed $10, the Teacher is required to send a list to include each item and its approximate cost that will be publicized in the Seminar booklet.
5. The following shall be submitted in writing by postmark or email on or before January 15, 2018, to the Dean of Faculty:
   1. A copy of the letter the Teacher will plan to send to each student with itemized lists of supplies the Teacher will furnish and the supplies the student shall bring to class to be reviewed for approval before distribution to the students.
   2. A complete list of materials to be used in the class.
   3. Classroom equipment requested: List of regular classroom equipment such as display table, Teacher table, iron, ironing board, blackboard or dry erase board (please note if you are allergic to dry erase pens).
6. The Dean of Faculty will reply to the Teacher regarding materials furnished within the letter as submitted in #13a and #13b above along with a list of names and addresses of the students registered for their class no later than February 15, 2018. The Teacher will then be required to send the letter, the list of materials to be used and any pre-work to students to be postmarked or emailed as applicable by the Teacher on or before February 28, 2018. As a reminder, the Teacher shall not send anything in the student correspondence that may be construed as commercial material.
7. The Teacher agrees to submit a copy of the written material and/or instructions each student will be given in class to Debra Steaffens, Dean of Faculty, postmarked or emailed on or before February 28, 2018. Said written material or instructions should outline all techniques needed for completion after class. Instructions shall include a list of reference materials and/or a bibliography. This copy shall be held in the event of teacher illness/emergency and shall be returned following Seminar.
8. The Teacher agrees that if a kit is to be furnished, the Teacher shall provide an itemized listing of kit contents and the kit price to the student, which will be used for publication/registration purposes. Note that the kit price cannot be changed once the class(es) have been published and advertised. The kit shall contain high quality materials and the kit cost shall not exceed the retail cost of materials plus shipping. \_\_\_\_\_ **Teacher’s initials**
   1. Pre-addressed labels for shipping kits to Seminar shall be provided to the Teacher by the Dean of Faculty postmarked on or before February 1, 2018.
   2. Kits are to arrive to the Dean of Faculty no later than April 9, 2018.
   3. Kit fees, including those for optional materials supplied by the Teacher, shall be collected from students by Seminar after the registration deadline has expired and class confirmations have been distributed.
   4. Teacher shall provide Seminar with an itemized invoice for final kit fees postmarked or emailed on or before April 2, 2018. Seminar shall reimburse Teacher for kit fees at the close of the seminar upon completion of the Faculty Expense form, which will be the same kit fee as was advertised and agreed upon at the time of booklet distribution.
   5. In case of student cancellation, Teacher wishes the kit to be handled as initialed:
      1. \_\_\_\_\_ Kit goes to student and Teacher is paid for it.
      2. \_\_\_\_\_ Kit is returned to Teacher, and amount of kit is deducted from kit cost reimbursed at seminar.
      3. NOTE: For a class requiring pre-work using materials included in the kit, Teacher will only send instructions and materials necessary for the pre-work. Remainder of the kit will be handed out at seminar. Note that Teachers requiring such pre-work will need to check the first option above.
9. Teaching Fees: Seminar shall pay Teacher a fee of $350 per day for four (4) days of teaching and/or $175 per mini-class. Full-day classes usually run from 8:30 a.m. to 4:00 p.m., with a 1-1/2 hour lunch break, Thursday through Sunday, April 19 to April 22, 2018 as noted in #1 above (Wednesday, April 18, mini-class times yet to be determined). All payments shall be made in the form of a check payable to Teacher accompanied by an EGA Payment Reporting Form (1099-MISC).
10. Under the Teaching Contract, the Teacher will agree to attend a teacher gathering and “Meet the Teacher” events to be held on Wednesday, April 18, 2018, at times to be determined.
11. Travel:
    1. Each Teacher shall be responsible for making his or her own travel arrangements.
    2. Seminar shall reimburse Teacher for travel expenses incurred by automobile travel at the rate up to the current IRS standard mileage rate for the round trip distance between Teacher’s home address and the Madison Marriott West, Middleton, Wisconsin, verified through Google maps. Teacher shall sign a statement for mileage expense in lieu of a receipt, which shall include a one-way odometer reading. In no event shall the amount paid to travel by car exceed the lowest round trip coach airfare available.
    3. Seminar shall reimburse Teacher for air travel expenses when the home address is more than 200 miles one way from the Madison Marriott West, Middleton, Wisconsin. The amount of reimbursement shall be the lowest round trip coach airfare available between Teacher’s home airport and **Dane County Regional Airport**. Travel must be purchased no later than February 15, 2016, for budgeting purposes.
    4. Seminar shall reimburse Teacher a combination of automobile and airfare expenses. In no event shall this combination exceed what would have been the normal travel in either b or c.
    5. Incidental Travel Expenses – Four-day Teachers may receive reimbursement up to $60 to cover incidental travel expenses such as ground transportation, baggage handling, tips and other expenses submitted on an invoice. Receipts for such expenses will be required.
    6. Travel plans, with flight numbers, times of arrival and departure, and known expenses shall be postmarked or emailed to the Dean of Faculty no later than February 15, 2018.
    7. Teachers will be our guests at a teacher gathering at the Madison Marriott West, Middleton, Wisconsin, to welcome you to GLR Seminar 2018 (exact time and place to be communicated) to distribute needed materials for the week. Should the Teacher not be able to attend this event, your materials will be given to you upon arrival.
12. Meals: Seminar shall provide Teacher with the following meals:

Breakfasts: 4 Thursday to Sunday, April 19, 20, 21, 22, 2018

Lunches: 4 Thursday to Sunday, April 19, 20, 21, 22, 2018

Dinners: 2 Thursday to Friday, April \_19 and 20, 2018

Opening Banquet: 1 Wednesday, April 18, 2016

Closing Banquet: 1 Sunday, April 22, 2016

Those teaching for two days will be provided one-half the meals as noted above including one banquet. Reimbursement for Saturday evening’s dinner shall not exceed $25, accompanied by a receipt.

1. Housing/Hotel:
   1. Seminar shall provide one-half of a double room at the Madison Marriott West in Middleton, Wisconsin, for a maximum of six (6) nights while Teacher is a Teacher at Seminar. Such accommodations shall be invoiced to the Seminar’s master hotel account. Additional personal incidental expenses (i.e., room service, maid & porter tips, phone calls, etc.) will be the responsibility of the Teacher.
   2. A list of faculty members shall be sent as soon as the Seminar Teacher Contracts are completed so that Teacher can make own roommate arrangements. Teacher shall notify Dean of Faculty of faculty roommate choice in writing by postmark or email no later than February 15, 2018. If Teacher requests assistance with selecting a roommate, Seminar shall provide assistance and information. Room location decisions shall be made by Seminar.
2. Seminar Registration Fee: Seminar registration fee is waived for Teacher for the period of contracted class instruction. Should Teacher wish to participate in any optional Seminar activities such as Merchandise Night or Saturday’s Dinner at Quivey’s Grove, applicable fees shall be paid by Teacher on or before February 15, 2018. Payment shall accompany Seminar registration form from Seminar’s booklet and shall be sent to the Seminar Registrar.
3. Teacher understands and agrees that failure to comply with this Contract and its requirements and deadlines may result in cancellation of this Contract for Teaching Services.
4. Teacher shall execute and return two copies of this Contract for Teaching Services to the Dean of Faculty at the address listed below. One will be returned to the teacher upon final signature of GLR director.
5. This Contract for Teaching Services represents the entire agreement between The Parties and any other agreements or contracts between The Parties, whether written or oral, shall be null and void.
6. If any dispute arises between The Parties regarding the terms and conditions of this Contract for Teaching Services, such disputes shall be governed by the laws of the State of Wisconsin.
7. Teacher releases The Embroiderers’ Guild of America, Inc., the Great Lakes Region, and the Madison Area Chapter of the Embroiderers’ Guild of America, Inc., from any liability for theft, property damage, or personal injury while participating in or attending any or all of the functions and meetings of the Great Lakes Region Seminar 2018.

**SIGN AND RETURN BY DECEMBER 1, 2016**

Teacher / Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SS# or EIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EGA Membership #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title within Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone (w/area code): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **EMERGENCY CONTACT INFORMATION** | | | |
| Name: | | Relationship: | |
| Day #: | Night #: | | Cell #: |

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Linda Busalacchi, Region Director Date

Great Lakes Region, EGA

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Kathie Zwettler, Seminar Chair Date

GLR Seminar 2018

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Debra A. Steaffens, Dean of Faculty Date

GLR Seminar 2018

**CONTACT INFORMATION**

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| **GLR Seminar 2018 Chair**  Kathie Zwettler  Home: (608) 233-2096  Cell: (608) 577-8828  [kaseyzwt@tds.net](mailto:kaseyzwt@tds.net) | **Dean of Faculty 2018**  **Debra A. Steaffens**  Home: (608) 848-2465  Cell: N/A  [dasteaffens@tds.net](mailto:dasteaffens@tds.net)  For mailing teaching pieces only:  Debra A. Steaffens  c/o Husch Blackwell LLC  33 E Main St, Ste 300  Madison, WI 53703 |
| **Great Lakes Region EGA, Director**  Linda Busalacchi  Home: (920) 491-9280  Cell: (920) 362-7404  [stitchlady63@gmail.com](mailto:stitchlady63@gmail.com) | **GLR Seminar Coordinator**  Carmen M. Heare  Home: (330) 923-1615  Cell: (330) 283-0451  [carmenobx@gmail.com](mailto:carmenobx@gmail.com) |
| **Hotel Information:**  **Madison Marriott West**  1313 John Q Hammons Dr  Middleton, WI 53562  (608) 831-2000 |  |

(INSERT the “Newsletter and Website Permission to Publish Form” from the GLR Website which can be found under the “Members Area” under the “Forms” page listed as the “Release Form” --- as page 7 here as is noted in paragraph 12 on page 2 of this “**Faculty Teacher Contract**.”