**Great Lakes Region**

**Faculty Schedule & Checklist**

Year before seminar:

January 20, 20\_\_ Dean of Faculty to mail three copies of contract to Teacher for signature

January 31, 20\_\_ Teacher to mail signed contracts to Dean of Faculty

March 1, 20\_\_ Teacher to provide Dean of Faculty with clear color picture of the project, class description, personal resume, list of kit contents, and list of classroom equipment needed

March 15, 20\_\_ Dean of Faculty to mail Teacher copy of signed contract

Two weeks prior Teacher to mail teaching sample for display at Great Lakes Region

to Seminar Seminar 20\_\_. Mail to GLR Seminar, address provided in contract. Pieces will be returned by date shortly after GLR Seminar.

Seminar year:

February 15, 20\_\_ Teacher to provide Dean of Faculty with copy of letter to be sent to students, materials list, and classroom set up

February 15, 20\_\_ Teacher to receive confirmation of class or class cancellation; Teacher to be sent shipping labels to Dean of Faculty if kits are to be shipped

February 15, 20\_\_ Teacher to receive class list from Dean of Faculty

February 15, 20\_\_ Teacher to provide Dean of Faculty with roommate choice

February 28, 20\_\_ Teacher to email (or mail) student letter and pre-work, if applicable

February 15, 20\_\_ Teacher to provide Dean of Faculty with travel plans

February 28, 20\_\_ Teacher to provide dean of faculty with copy of written materials and/or instructions each student will be given in class by Teacher

One week

before seminar: Shipped kits arrive at Dean of Faculty

One week

before seminar: Teacher provides itemized invoice for final kit fees

Day before seminar: Teacher arrives in host city

First day of seminar: Teacher gathering; Teacher to provide Dean of Faculty with travel expenses