

# AQG TRAVELING TEACHER PROGRAM HOST/CHAPTER AGREEMENT

CHAPTER: \_\_\_\_\_ date: \_\_\_\_\_  
TRAVELING TEACHER: \_\_\_\_\_  
NAME OF CLASS: \_\_\_\_\_  
DAY/DATE REQUESTED: \_\_\_\_\_ CONFIRMED WITH TEACHER \_\_\_ YES \_\_\_ NO  
LENGTH OF CLASS (HOURS): \_\_\_\_\_ START/END TIME \_\_\_\_\_ # OF STUDENTS \_\_\_\_\_  
CLASS LOCATION: \_\_\_\_\_  
LOCATION ADDRESS \_\_\_\_\_

## AS THE HOST CHAPTER, WE AGREE:

1. To contact the desired teacher from the AQG list and to make all arrangements with the teacher.
2. To send three (3) signed copies of the Contract, with a deposit for \$50.00 to the AQG office.
3. To provide one MEAL for the teacher, either before or after the class, and to provide ROOM AND BOARD if needed by the teacher, subject to her/his approval, if travel is greater than 100 miles one way from the teacher's residence to the class location.
4. To pay the fee as follows:
  - A. **\$10 per AQG member with a minimum of \$100. and no maximum for all CLASSES.**  
Trunk show, lecture and demonstration costs to be determined by teacher.
  - B. **Nonmembers of AQG MUST pay \$20.**
  - C. **OBSERVERS PAY THE CLASS FEE.**
  - D. **All fees are to be paid to the teacher on the day of the class, less the \$50.00 deposit.**
  - E. **CHAPTER is not to make money from the traveling teacher class.**
  - F. **Chapter contact person should collect fees as members sign up for class.**
5. If the class has to be canceled by the Chapter, notice must be given 21 days prior to the class date or the deposit will be forfeited.
6. To provide the necessary space and time to conduct the class and to provide all items requested by the teacher for his/her use; to notify the teacher in ample time if any items are not available.
7. That all students will have all supplies required or to notify the teacher of supplies not available in the local area. This must be done with ample time for the teacher to make arrangements for an alternate source for the supplies.
8. To honor the limit of six (6) traveling teacher classes per year. If more are requested, the CHAPTER must pay the AQG \$30 supplemental payment and/or travel fees.
9. To respect the personal copyright on all course materials provided in class by not duplicating them for Chapter members or other interested parties. Additional handouts and/or patterns may be available from the teacher. See materials list for pattern information.

CHAPTER CHAIR SIGNATURE: \_\_\_\_\_ PH# \_\_\_\_\_  
Address \_\_\_\_\_ city, state & zip \_\_\_\_\_  
AQG PRESIDENT SIGNATURE: \_\_\_\_\_ PH# \_\_\_\_\_  
TRAVELING TEACHER PROGRAM CHAIR: \_\_\_\_\_ PH# \_\_\_\_\_  
TRAVELING TEACHER SIGNATURE: \_\_\_\_\_ PH# \_\_\_\_\_

**CHAPTER SENDS THIS CONTRACT (3 copies) with deposit (made out to teacher) to:**

**ARIZONA QUILTERS GUILD, 2048 N. 44<sup>th</sup> STREET, SUITE 212, PHOENIX, AZ 85008**

1. PRESIDENT AND TT CHAIR WILL SIGN AND ALL THREE COPIES WILL BE FORWARDED TO TRAVELING TEACHER.
2. TRAVELING TEACHER WILL SIGN 3 COPIES, KEEP ONE AND SEND A COPY TO HOST CHAPTER AND A COPY TO THE AQG OFFICE, ATTENTION OF THE TT CHAIR.

January 2006