



Q.U.I.L.T. National Teacher Chapter Host Procedure

Location

- The Host Chapter shall acquire a location for the class. The location must be large enough for the class, generally 20 students, and must have appropriate facilities (i.e., rest rooms, tables, power outlets, audio visual equipment when required, etc.).
- The Host Chapter is responsible for supplying other needed classroom equipment if requested by the Teacher.
- The Host Chapter will submit a check request form to the AQG Treasurer for the location fee, if any.

Lunch

- The Host Chapter is responsible for providing lunch and water for the Teacher. If the class is outside of Phoenix, the Chapter needs to provide lunch and water to the driver as well as the Teacher. The Chapter may choose to take the Teacher out to lunch, have a brown bag lunch, or hold a potluck.

Chapter Representative and Other Duties

- The Host Chapter representative is responsible for the facility set up, beverages, or snacks for the Teacher and students if neither are conveniently available at the facility, and facility clean up. The Host shall be available for questions or problems during the class, but will not be an active participant (unless the representative is a registered student).
- The Host Chapter will supply the following to the Q.U.I.L.T. Chair: Name of the Host Chapter representative or other contact person name, phone number, cell phone number and e-mail address, along with class selection, class location with physical address and map, time of class including lunch, lunch type preference (pot luck, brown bag, etc.).
- Find and arrange hotel accommodations or private home lodging if required.