

 **WOODLANDS ART LEAGUE**

**TEACHING ARTIST AGREEMENT V3**

This is an agreement between teaching artists and the Woodlands Art League (WAL), 701 Sawdust Rd., Spring, TX 77380

**Woodlands Art League Contact Information:**

Contact Person

Phone Number

E=Mail Address

**Teaching Artist Information**

Name

Phone Number

E-Mail Address

Mailing Address

**Program Information**

Program Description

Location

Dates

Start/End Times

Minimum number students

Supplies

Cost per student

**Woodlands Art League Responsibilities**

WAL will:

* Advertise the Program via its website,
* Send email notices to WAL members about the program and include any artist bios or digital images of artists work
* Provide a clean and neat studio space if artists choose to use WAL facilities
* Collect all student fees and maintain an accurate accounting of names of students, fees collected, contact information about the student, etc
* Provide timely reimbursement and accounting for fees collected for Program.

**Teaching Artist Responsibilities**

The teaching artist will:

* Develop a curriculum and teaching materials for the Program.
* Arrive at least 30 minutes early to set up for Program sessions and will fully clean up after each session ends.
* Procure all supplies as needed for the Program.
* Distribute any permission forms or Program evaluations provided by WAL and will return completed forms to WAL at close of Program.

**Fees and Expenses**

Teaching Artist will pay WAL 20% of the fee paid by each student enrolled in the class. Students must enroll and pay the fees through the WAL website. Further, the fee is applicable for each student enrolled even if the student pays instructor directly.

**Invoice and Reimbursement**

The teaching artist will prepare an invoice which specifies the description and dates of the Program and names of each student enrolled. The invoice should indicate the total fees for the workshop and a deduction of a fee of 20% calculated for each student attending. The teaching artist will submit the invoice by email or mail to WAL contact person above. Sample invoice attached.

WAL will process and pay invoices no later than two weeks after receipt of such invoice. The IRS requires that payments made to non-employee contractors be given a Form 1099 Misc for any payments made to the contractor in excess of $600 in a calendar year. As such please complete and return the attached Form W-9 with this agreement. A copy of the W-9 must be received by WAL prior to payment being made to you.

This Teaching Artist Agreement consists of this form and the attached terms and conditions, if any. By signing below, Teaching Artist understands the terms of this Agreement including those relating to payment and responsibilities.

**Teaching Artist Woodlands Art League**

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Signature Signature

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Date Date

**Teaching Artist Name**

**Mailing Address**

**Mailing Address**

**Phone, Email**

**Date:**

**To Woodlands Art League**

**Re: Payment for Workshop**

**Workshop Description:**

**Workshop Date:**

**Cost Per Student:**

**Names of Students (list)**

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**Total Fees for Workshop $\_\_\_\_\_\_\_\_xxxxxx\_\_\_\_\_**

**20% Commission to WAL \_\_\_\_\_\_\_\_(xxxxx)\_\_\_\_\_**

**Other Expenses for Reimbursement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(attach receipts)**

**Total Amount Due Instructor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**