



Traveling Teacher Guidelines

The Traveling Teacher program aims to foster education by providing classes taught by AQG approved Traveling Teachers for a relatively low cost to AQG members as a benefit of their AQG membership. Current Traveling Teachers and their classes are posted on the AQG website.

Class Definition: A class is a “hands-on workshop” during which the Traveling Teacher will demonstrate or explain the project and offer individual assistance to students as needed throughout the class period.

Procedure: Upon selection of the desired class, the Chapter Program Chair will contact the Traveling Teacher directly to schedule the class. A full-day class should not be scheduled in conjunction with a “regular meeting.” A half-day class may be scheduled in conjunction with a “regular meeting” with prior consent of the Traveling Teacher. Chapters must be aware that all persons, students and observers, must pay the class fees if present when a class is being conducted.

The Chapter Program Chair will complete and sign 3 copies of the Traveling Teacher/Host Chapter Agreement and send them to the Traveling Teacher. The Traveling Teacher will sign the 3 copies, return one to the Chapter Program Chair, keep one for his/her file and send one to the AQG office along with the Mileage Reimbursement Request at the conclusion of the class.

The Chapter must provide a meal for the Traveling Teacher the day of the class. If the class location is 100 or more miles one way from the Traveling Teacher’s residence, the Chapter is responsible for meals and housing for the Traveling Teacher. The Traveling Teacher must approve food and lodging provided by the Chapter. The Chapter should inquire as to food or pet allergies.

The Chapter Program Chair will collect class fees from members as they sign up for the class. Fees for kits, books, patterns and supplies must be collected and paid to the Traveling Teacher at least 21 days prior to the date of the class to allow time for ordering and/or preparing needed materials. Class fees will be paid to the Traveling Teacher at the conclusion of the class.

The Chapter Program Chair will have sufficient copies of the Class Evaluation for each student to complete near the end of the class period. The Chapter Program Chair will collect and send the completed Class Evaluations to the AQG office to the attention of the Traveling Teacher Chair who will summarize them and send the summary to the Traveling Teacher.

Class Fees: All students and observers must be AQG members. Students and observers pay \$15.00 per person per class with a minimum of \$150.00 for each class. The maximum number of students per class will be determined by the Traveling Teacher.

AQG will pay a \$30.00 supplement to the Traveling Teacher for each class taught. Upon receipt of a completed Mileage Reimbursement Request and signed Traveling Teacher/Host Chapter Agreement from the Traveling Teacher, the AQG Traveling Teacher Chair will prepare a check request and submit it to the AQG Treasurer for payment of the \$30.00 supplement and mileage

allowance. AQQ will pay the Traveling Teacher only if the Mileage Reimbursement Request and the Traveling Teacher/Host Chapter Agreement are received within 30 days of the class date.

AQQ will pay the mileage and \$30.00 supplement for up to **six (6) events per chapter per fiscal year**. The fiscal year runs from July 1 to June 30 of the following year. If the Chapter wants to schedule more than six (6) per fiscal year, the Chapter will be responsible for paying the Traveling Teacher for mileage and the \$30.00 supplement.

Cancellation Policy: Should a chapter need to cancel a class, it must be cancelled at least 21 days prior to the class date or a \$50 cancellation fee must be paid to the Traveling Teacher.

Should a Traveling Teacher need to cancel a class which cannot be rescheduled within a reasonably brief time frame, all fees paid to the Traveling Teacher must be returned to the chapter/students.

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