

Lost Creek Adventures LLC

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**Workshop Proposal and Instructor Agreement**

Thank you for your interest in becoming a part of the Lost Creek Folk School Instructor team. This document is meant to help plan your workshop, and to solidify a mutual understanding between you:       (hereafter referred to as “Instructor(s)”) and Lost Creek Adventures & Folk School (hereafter referred to as “LCA”).

This agreement is solely for the workshop described below.

**EXPECTATIONS**

Our goal is to attract high quality, safe, and reliable instructors to teach their passion. To insure quality on all courses and workshops we ask everyone to follow these guidelines:

**Communication with participants:** LCA will email all participants and instructor(s) several days prior to the start of the workshop. Instructors should then share specific "need to know" information with the participants. Please "reply all" to the email so that LCA gets a copy of what you send. This communication may give details about expectations, times, what to bring, etc., as well as a welcome to get folks jazzed about your workshop.

**Working with participants:** If a participant is noticeably impaired, whether from illness, drugs, alcohol, emotional distress or other unknown reasons, Instructors have the authority and the responsibility to excuse that person from participation in the workshop session in order to protect them, other workshop participants, yourself and LCA from harm. If the impairment is obviously self-induced (i.e., intoxicated), the student should be dismissed from the entire workshop. To protect yourself as well as LCA, instructors should document the circumstances of impairment in writing and provide a copy to LCA.

**First aid kits:** First aid kits should be supplied for all workshops and should suit the potential specific needs of your workshop. (Ex: burns, cuts, chemical burns, puncture wounds, insect bites, food allergies, etc…) A permanent first aid kit is on-site at Lost Creek facilities, but if the workshop is off-site instructors will need to make sure to have an adequate kit available at all times.

**Syllabus:** We strongly encourage you to share a workshop syllabus/outline/schedule with your students, or have other “take home” resources for them if applicable.

**Evaluation:**  Participants of your workshop will be given a chance to give feedback after the workshop is completed. You may also want to ask participants for feedback on the effectiveness of your teaching at the end of the workshop via your own form or verbally.

**Required Forms:** All workshop participants must fill out an *Assumption Of Risk* form, which will be collected before course start. These forms can be found [here](http://lostcreekadventures.org/resources) , provided at course start, or mailed out to you. Please turn these in after the workshop.

***Other forms which may be applicable are:***

* Medical history/health form – for certain workshops such as overnight camping trips or trips where participants are outside of the “golden hour”, or 1 hour travel time to definitive medical care.
* A Travel Itinerary is required for any workshop that involves travel away from the workshop main location.

**Photocopying:** Instructors should budget and provide any photocopied materials.

**Travel and locations**: In general, participants are expected to provide their own transportation to and from the workshop, and if needed, during all workshop activities. Note that if you as an instructor decide to transport participants in your personal vehicle, your vehicle insurance would be primary in the case of an accident. LCA recommends that participants transport themselves.

**Photos and videos:** LCA uses photo and video for use in promotional materials. If you or your participants take photos or video during your workshop, please share them with us via our [Facebook page](https://www.facebook.com/LostCreekFolkSchool), or email them to us. When possible, LCA will send staff to take photos and video.

**Materials**: If your workshop requires participants to use specific books, clothing, etc., instructors should have those items ready for participants to purchase the first day of the workshop.

**WORKSHOP DETAILS** (This is how your workshop will be advertised)

1. Workshop Title
2. Date(s)
3. Times
4. Location       (Can be anywhere, or multiple locations)
5. Course description for advertising.\*\* Make it fun, and talk about the benefits people will see from taking your class.
6. Instructor Bio for advertising (please email us a photo)
7. Your website or blog address \*\*\*
8. Materials fee       (This is what will be advertised to participants in addition to tuition, and should reflect your true costs for materials used during the workshop.)
9. Please send us photos of your work and people having fun with it and you.

**WORKSHOP LOGISTICS**

1. LCA has first aid kits available if instructors don’t have their own. Do you need a First Aid Kit?
2. If your workshop is leaving the main class site please inform us of these locations, dates, and approximate times of arrival/departure if applicable. E.g. *"We'll be at the classroom until lunch, then we'll head out to Lost Creek Falls via the hiking trail, back by 4pm")*
3. Do you need LCA to provide transportation? If so, workshop travel times need to be included here to schedule a shuttle:
4. Will you need any specific tools or equipment?
5. Min # of participants       Max # of participants
6. We will notify you of workshop cancellation **1 week** (7 days prior) unless you state otherwise. Often 1 week is not enough time to purchase needed items. If you either need notification earlier, or can wait until the last minute, please let us know your “need to know by” date here.

**HIRING LOGISTICS**

LCA has two types of staff: hired employees and independent contractors. You may file under the Independent Contractor status if you have your own business doing what you will be doing through LCA. Otherwise, you are hired as an employee.

Generally, when are hired as an employee you are afforded benefits such as Workers Compensation (WC) if you are injured while on the job, and unemployment benefits (UI) if you are laid off. When hired as an employee through LCA you may receive WC benefits if you are injured, however, since LCA is categorized as a seasonal business, and you are working as an instructor with the prior understanding that this is a temporary position only, your work may be considered excluded employment for UI purposes. By signing this document you agree to abide by the unemployment policies of Wisconsin and not file a claim unless you meet the parameters of a covered employee. In most cases you are not eligible for UI. (90 days of work)

Following are the tax forms that you must choose and fill out depending upon your status, as well as other pertinent information for hiring. Please complete the following and return to us via email.

* Employees only
	+ Federal 2014 [W4 form](http://www.irs.gov/pub/irs-pdf/fw4.pdf)
	+ Federal 2014 [I-9 form](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)
	+ I-9 accompanying documents. You can scan them and email to LCA (best), or bring them in/mail before your first day of work.
* Independent Contractors only
	+ Federal 2014 [W9 form](http://www.irs.gov/pub/irs-pdf/fw9.pdf)
* Instructor information
	+ Full legal name
	+ Address
	+ Phone
	+ Email

**COMPENSATION**

Workshop instructors are paid on a per participant basis. You as the instructor come up with the tuition & materials fee amounts that you will charge, based off of your costs. These costs include LCAs' fees charged to provide the service of hosting, marketing, insuring, and registering participants for your workshop. Government payroll tax withholding also applies to your compensation unless you are working as an independent contractor, in which case you are responsible for these taxes.

Materials fees are reimbursed to instructors in full for expenses made on behalf of your course and are not liable for withholding by LCA or the government **IF** all receipts are turned in. If you will not have receipts, we can't reimburse you for the materials, in which case it is better for you to just work the cost of materials into your final tuition fee. You will be taxed on it in this case, so plan accordingly.

**LCA FEES**

You will want to figure LCA service charges into your final workshop price to students. Following is our fee structure.

Employees

1. LCA website, newsletters, printed & social media marketing. Liability insurance. Registration and payment processing: 25% of gross tuition.
2. Employment status
	1. Employee add 5%
	2. Independent contractor add 0%
3. Lost Creek Additional expenses
	1. Shuttle Vehicle .50/mile
	2. Other (photocopies, food, lodging, etc)

As an example, if you are an employee and charge each student $100 tuition and $10 materials fee for your workshop, you will earn $70 per student tuition, plus $10 for materials, or $80 per student.

**To help you calculate your costs think about the following areas when coming up with your final tuition**

1. The minimum # of participants you would want to run your workshop. This may be the total earnings you receive if we only register the minimum number. In other words, what is the minimum you are willing to make for teaching this workshop, minus LCA's fees.
2. Your travel expenses
3. Your lodging expenses
4. Your prep time for the workshop
5. Non-reimbursable material expenses

**Payment timelines**: If you are a contractor your check will be cut at the completion of your workshop. If are working as an employee of LCA, wages are assessed on the 15th and 30th of each month. Direct Deposit (preferred) or wage checks will be mailed to you. If your workshop is a series spanning several weeks, payment will be made every 2 weeks.

**WORKSHOP CANCELLATION POLICY**

* LCA reserves the right to cancel any workshops that don’t meet the required enrollment.
* If the workshop is cancelled at any time due to instructor circumstances, no payment will be made.
* If an instructor fails to offer their workshop, LCA will not be responsible for the costs of materials purchased and the instructor may be required to cover the costs of any materials requested and paid for by LCA.
* In the case of inclement weather, LCA may choose to postpone the workshop for the safety of the instructor and the participants. A minimum of 2 hours advance notice will be given.

**AGREEMENT**

Once all details are agreed upon, both parties (instructor(s)/authorized representative of LCA) will type/print their name below to signify that each have read, understand, and agree to all terms in this document. Both parties should keep an electronic copy of this document for future reference.

Instructor name       Date

LCA staff       Date

***Include any items that may help us advertise your workshop and show the world who you are and what you do!***