



## NAME CREATE ONLINE WORKSHOP AGREEMENT

### Create Online Workshop Agreement for <<Instructor Name>> <<TITLE OF WORKSHOP>>

By agreeing to provide a workshop for the Create Platform of the National Association of Miniature Enthusiasts, I acknowledge I will abide by the following terms:

1. My maximum number of students is \_\_\_\_\_. I commit that I will provide prepared kits including written instructions for the actual number of students up to my maximum number. I understand that I am responsible for shipping my workshop kits to the registered students a minimum of **15 days** prior to the workshop date. I will provide proof of shipment and tracking numbers for all packages to the NAME office for reimbursement after the class has been taught.
2. My Price to NAME for the Workshop is \$\_\_\_\_\_
3. NAME will assess a \$14 per capita to every NAME member and **\$25 per capita for every non-NAME member** that registers for the workshop. Therefore, the published cost per person will be your class kit with \$25 added to that cost. An \$11.00 discount will be given to NAME members in checkout. If I cancel the workshop, I agree to pay the \$14 per student registered at time of cancellation.

I understand that the payment I receive will be the cost of the class/kit plus shipping costs charged to the student. All payment to instructors will occur no later than six (6) business days after close of the workshop provided we have received proof of shipment and link to video provided to students. My shipping fees are as follows:

\$\_\_\_\_\_ shipping USA (Continental)

\$\_\_\_\_\_ shipping Canada

\$\_\_\_\_\_ shipping to other countries I will not ship to the following countries (e.g., you may choose not to ship to the UK due to the UK Vat regulations) \_\_\_\_\_

4. My **deadline** for acceptance of participants is \_\_\_\_\_ **(date must be a minimum of 15 days prior to class date)**.
5. NAME will contact you right away if a student signing up is outside the USA so you can ship the kit as quickly as possible. As orders are received, you will be sent copies of the orders. These orders include the student names, shipping addresses and email addresses. You are responsible for keeping your own records of your class participants. Periodically a list of student names will be sent for comparison to make sure that all orders were received
6. NAME will keep track of a waiting list, in the event that my class sells out, and if additional kits can be prepared people on the wait list will receive priority to sign up for the class through NAME Create.
7. NAME requires an online class for instruction and student interaction as part of this event. It shall be of the same duration as the class would have been at a physical event. For example, a full day class will require 8 hours of instructional time which can be accomplished by a morning session of four hours, a lunch break and an afternoon session of 4 hours. However, you can shorten the online sessions as appropriate (as would be allowed at a physical event where classes can end when students complete their projects).
8. Teaching an online class will require that it be recorded. The NAME **Zoom** platform can do this automatically for you. Classes in the NAME **Zoom** platform will include a moderator to start the recording of the class session and to help people log on if needed. They will then leave the class and turn the hosting over to you.

Although we prefer that you use the NAME Zoom, you may choose to use your own Zoom account. However, your class shall still be recorded and a link to your video shall be provided to students within 5 days of class.



Please check one.

- ☐ Use the NAME Zoom account  
☐ Use your own Zoom account.

By signing this agreement, you agree to permit NAME to store the video on the NAME Vimeo site for a **minimum of six (6) months** after the date of the end of the class for use by you and your students whether using NAME or your own Zoom account to record. NAME will not use the video for any reason other than distribution to the students. If the NAME Zoom account is used NAME will send you a video link within 5 days of class for you to email to your students. If your Zoom account is used you agree to provide the link to your video to your students within 5 days of receiving access to upload the video from your Zoom account.

9. NAME will work with you to schedule the date and time for your class. **The date, time, and Zoom class link will be sent with the class information to each student by you.** This link is not to be shared to anyone that is not a paid registrant of the class offered.
10. I, as instructor agree to contact students via email **one week prior** to my class with instructions for any supplies and tools **(NOT included in the kit)** that will be necessary to complete the workshop. **A \$25 non-refundable Create fee must be included with this contract.**
11. Should I be unable to teach my workshop due to a last-minute hospitalization or death of an immediate family member, I shall notify the NAME Office and CREATE Workshop Chair. I understand that the Create Workshop Chair will work with me to re-schedule the class date if at all possible to avoid cancellation. Should a student cancel the order for the workshop prior to shipping due to the instructor not being available to teach at the intended time, a full refund shall be granted to the student. No substitute instructor shall be designated to teach the workshop. (Immediate family is defined as parent, spouse, partner, son, daughter or family member residing within the home.)

**I have read and understand the instructions listed above.**

Accepting Instructors Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEADLINE FOR ONLINE WORKSHOP AGREEMENT AND \$25 FEE IS**  
**( DATE )**



Signature for Credit card \_\_\_\_\_

You may send PayPal payment to [name@miniatures.org](mailto:name@miniatures.org). Please put "Create Instructor Fee" in the memo. Your agreement must be submitted via email to Kim at [kim@miniatures.org](mailto:kim@miniatures.org). **If paying via credit card**, call NAME at the number at the bottom of the page. You will be required to provide your Social Security number as well for tax purposes.

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