

My Favorite Things

61st UFDC ANNUAL CONVENTION JULY 18-23, 2010
CHICAGO, ILLINOIS

WORKSHOP APPLICATION

Please complete one form for each sample submitted. Forms may be copied. Return by December 1, 2009.

Instructor _____ email _____

Address _____ Phone () _____

City/State/Zip _____ Fax () _____

Keep in mind a primary purpose of the workshop is to teach a new skill students can do at home or take to their clubs. Each class is approximately 3 hours. Classes are limited to **25** students.

Title of Workshop _____ (Keep this short.)

Describe the class to assist with the write-up in registration booklet. – 50 words or less. *Continue on back if necessary.*

Instructor will provide _____

Tools students must bring _____

Difficulty Level: *circle one*

- * - easy,
- ** -some skill or dexterity required,
- *** -good working skills on small pieces are needed,
- **** - advanced sewing skills or work with miniatures required.

Preferred number of students _____ **Limited to 25**
Minimum number of students _____
Charge per student \$ _____ (UFDC will
add an additional \$20.00 per student to cover the cost of
processing your workshop.)

Other convention responsibilities/possible schedule conflicts such as: Dealer, Judge, Clerk, Monitor, Speaker, etc.

Number of Samples enclosed _____. **All samples will be returned to you.** Please include a check for sufficient postage to return your sample. Make return postage check payable to Alice Toovey.

Signature _____ Date _____

Send completed application and workshop sample(s) to: **Alice Toovey** (816) 820-1001
3222 CR 218 email: alice_2v@aol.com
Middleburg, FL 32068

Applications and samples must be received no later than **December 1, 2009** Retain a copy of this form for your records.

Note: Workshop kits are to be all-inclusive. Selling extra items is against UFDC Policy.

UFDC Requirements for Workshop Instructors

To ensure a pleasant experience for our members and to keep the complaints down from students taking workshops, we have listed the following requirements for presenting a workshop.

- **Workshop kits are to be all-inclusive. Selling extra items is against UFDC policy.**
- Workshop projects **MUST** be completed within the three-hour time frame. Do as much precutting and assembly before hand to insure a complete project.
- Written instructions **MUST** accompany the project, with the name of the workshop and instructor clearly printed on the first page.
- Have ALL the material available for completion of the project as presented in the sample.
- Have a completed sample or two for the class to examine.
- If your project is very involved, have a helper or two to relieve the demands on the teacher.
- Arrive at least 45 minutes before your class to set up your materials, go through your packet from the office and be ready to greet your students at the time designated for the class to begin.
- Start TEACHING your class as soon as possible. Save visiting and *Show & Tell* for the end.
- Some students are unable to attend a workshop they have paid for. Please clearly label the workshop kits with the name of the class and the name of the student, securely attached to the project. A UFDC Representative will collect these at the end of the class.
- Clean up the room after the class. The workshop chairperson is there to help with any requests you might have, but should not have to clean up after you. Trashcans will be provided for the trash.
- Workshop Chairman Alice Toovey will be present before and after the class. Her function is to get plastic on the tables where needed, to direct students to your classroom, collect the evaluation sheets and to assist you with anything you might need before or after the class.
- Please leave the room promptly at the end of your three-hour time frame. Other events are scheduled for many of the rooms and the hotel staff needs time to reset the room.
- All items you will need for your workshop should be listed on your application, such as, irons, ironing boards, white boards, plastic sheeting for the tables if the project involves gluing or painting. Items not listed on the original application will be provided at the Workshop Instructor's expense. If an item has been forgotten, UFDC must be notified no later than June 1, 2010.

May 2009