

Hello!

The Workhouse Arts Center (a program of the Lorton Arts Foundation) is currently seeking qualified instructors for our Fall/Winter 2010/2011 Catalog of Classes. You have received this document either because you have expressed an interest in teaching or a peer has recommended you. Want to know more? Please follow the guidelines in this document to submit proposed classes or workshops.

I AM ALREADY AN INSTRUCTOR, SHOULD I READ THIS..?

Yes please! This version contains revised information and procedures regarding enrollment, payroll schedule, compensation rates, supply lists, the addition of an evaluation form and cancellation procedures and policies. Returning instructors will find new info and clarification of old info throughout.

RETURNING INSTRUCTORS

If your tax/personal information has not changed since the last quarter, you need not resubmit those application forms.

RETURNING CLASSES

If you are a returning instructor, and wish to re-list a class from a previous catalog- simply proof the current listing for accuracy and provide the new times/dates. **Returning classes/workshops with a successful enrollment history will be given priority for available time/date/day slots.**

MEMBER PRICING

Classes and workshops are listed with two prices (a member price and a non-member price) The discount for members will no longer be a flat 10% (sometimes it will be more, sometimes less, and in special engagement situations no discount).

NEW- STAFFING CHANGES FOR THE WORKHOUSE INSTITUTE

Debra Yarrington is our new Registrar and over the course of 2010 she will become the primary education contact for all students, program directors, and instructors. Dance programming is now under the Art of Movement umbrella, for which Lesley Spalding is the program director.

Fall Quarter 2010 Dates

Mon September 20, 2010 - Sun November 21, 2010

Interim 2010 Dates

Mon November 29, 2010 - Sun December 19, 2010

Winter Quarter 2010 Dates

Mon January 10, 2011 – Sun March 13, 2011

Class Submission Deadline (for BOTH quarters)

Friday May 28, 2010



TIMELINE

DEADLINES AND IMPORTANT DATES

SUBMISSION DEADLINES, PUBLICATION & DISTRIBUTION DATES

Submission Deadline	Friday May 28, 2010 (for BOTH QUARTERS)
Proof Process Begins	Monday May 31, 2010
To the Printer	Monday June 14, 2010 (sooner if possible)
Web Input Complete	Monday June 14, 2010 (sooner if possible)
Ready for Distribution	Monday July 19, 2010 (sooner if possible)

Fall 2010 QUARTER (9 weeks)

Classes Begin	Monday September 20, 2010
Classes End	Sunday November 21, 2010

Interim 2010 (3 weeks)

Classes Begin	Monday November 29, 2010
Classes End	Sunday December 19, 2010

Winter 2010 QUARTER (9 weeks)

Classes Begin	Monday January 10, 2010
Classes End	Sunday March 13, 2010

MAJOR & MINOR HOLIDAYS DURING THESE QUARTERS

Fall Quarter	Mon	Oct 11	Columbus Day
	Sun	Oct 31	Halloween
	Thu	Nov 11	Veterans Day
Interim Quarter	Wed	Dec 1	Hanukkah
Winter Quarter	Mon	Jan 17	Martin Luther King Day
	Mon	Feb 14	Valentines Day
	Mon	Feb 21	Presidents Day

*There may be others, every attempt was made to create this listing holidays as complete as possible. Please advise of any oversights, and corrections will be made. This list is for instructor reference. The Workhouse Arts Center will follow normal operating hours and class schedule for all of the dates listed above. Exceptions may be made at the discretion of the students and instructors. Please check with your program director or registrar if you need to reschedule a postponed class.

CONTACT SHEET & ADMINISTRATIVE INFO

Mailing Address	Workhouse Arts Center 9517 Workhouse Way Lorton, VA 22079	
Telephone	703-584-2900 (class registration and information) 703-690-1880 (fax)	
Websites	www.workhousearts.org (classes, events, studio artist info) www.lortonarts.org (LAF foundation information)	
Public Hours	Galleries & Studios	Wed-Sat 11am-7pm Sun 12pm-5pm
	Admin Offices	Mon-Fri 9am-5pm

** Accurate as of March 2010, subject to change- or addendum of special hours.*

PROGRAM CONTACTS (and Course Proposal Submission)

Ceramics	Dale Marhanka	703-584-2982	dalemarhanka@lortonarts.org
Glass/Mosaics/Metals	Rick Sherbert	703-584-2984	ricksherbert@lortonarts.org
Mind/Body & Dance	Lesley Spalding	703-584-2965	lesleyspalding@lortonarts.org
Theatre/Music	Joseph Wallen	703-584-2963	josephwallen@lortonarts.org
Camp/Youth Programs	Caren Hearne	703-584-2961	carenhearne@lortonarts.org
Film/Animation	Joseph Wallen	703-584-2963	josephwallen@lortonarts.org
Art Supply Store	Josh Albright	703-584-2929	joshalbright@lortonarts.org
Registrar	Deb Yarrington	703-584-2909	debrayarrington@lortonarts.org
Facilities	Mike Kappel	703-909-2669	mikekappel@lortonarts.org

VISUAL ARTS SUBMISSIONS AND GENERAL CATALOG INFORMATION

Debra Yarrington 703-584-2909 debrayarrington@lortonarts.org

MARKETING AND ADVERTISING INFORMATION

The Workhouse Arts Center will market the catalog of classes and workshops through a variety of means (including but not limited to web, eblasts, postcards, community calendars, travel bureaus, local display and traditional print ads). Additionally, classes and workshops that are tied to site-wide events (such as Workhouse Workshop Weekends, on-site festivals, etc...) will receive marketing as connected to the site-wide event. Individual classes, workshops and instructors will not receive specific individual marketing campaigns.

For requests, questions or inspiration to share or for more info about marketing efforts and materials contact:

Camela Speer 703-584-2973 camelaspeer@lortonarts.org

SUBMITTING COURSE & WORKSHOP PROPOSALS

WHAT DO I NEED TO SUBMIT...?

1. Complete your course or workshop proposals. (see next pages for details)
2. New Instructors- complete the attached Instructor Application Packet.
3. Returning Instructors- do not need to resubmit Instructor info unless your personal and/or tax info has changed since last quarter.

WHO DO I SUBMIT PROPOSALS TO...?

CERAMICS	Dale Marhanka	dalemarhanka@lortonarts.org
GLASS	Rick Sherbert	ricksherbert@lortonarts.org
MIND/BODY & DANCE	Lesley Spalding	lesleyspalding@lortonarts.org
THEATRE & MUSIC	Joseph Wallen	josephwallen@lortonarts.org
FILM & ANIMATION	Joseph Wallen	josephwallen@lortonarts.org
CAMP/YOUTH PROGRAMS	Caren Hearne	carenhearne@lortonarts.org
VISUAL ARTS	Debra Yarrington	debrayarrington@lortonarts.org

IF IN DOUBT...

Email	Debra Yarrinton	debrayarrington@lortonarts.org
Drop-box	Building W-16 (near reception area, please do not leave tax forms or personal info if drop-box is unattended)	
Mail	Debra Yarrington Workhouse Arts Center 9517 Workhouse Way Lorton, VA 22079 attn: Catalog Submission	

HOW DO I KNOW IF MY PROPOSAL HAS BEEN ACCEPTED...?

You will receive a confirmation that your proposals have been received (either email or phone). *If your proposal is not accepted, you will be contacted with explanation.*

POSSIBLE CAUSES FOR UNACCEPTED PROPOSALS

Conflicting time slot. Classes with a history of successful registration will be given right of first refusal for a given time slot. If you have submitted a proposal with a conflicting day/date/time, we will contact you for alternate possibilities.

Priority to unclaimed time/day slots will be given to complete submissions. Submissions which remain incomplete past the deadline will not appear in the print version of the catalog. (For your convenience, a submission checklist is included with the forms at the end of this document.)

Successful submissions will portend financial viability for sustaining allocation overhead, in an effort to maintain classrooms, utility costs, and general maintenance of public and shared areas. Classes which maximize the financial potential for the Workhouse Institute will be given priority.

Successful submissions will best match the goals and missions of The Workhouse Arts Center.

SUBMITTING COURSE PROPOSALS

SUBMITTING NEW 9 WEEK CLASSES (for workshops, see next page)

Course Info	Course Name	eg, "Beginning Pastels"
	Description	approx. 4 sentences of content and expectations
	Day and Time	eg, "Fridays 5pm-8pm"
	Course Length	eg, "9 weeks"
	First Class	eg, "Friday May 10"
	Supply List	(if applicable) See Supply/Materials Page for further details.
	Materials Fee	(if applicable) See Supply/Materials Page for further details.
	Tuition	Tuition is calculated against a formula, based on the number of hours of instruction, instructor's fee, and taking the maximum enrollment into consideration. You may suggest a non-standard rate, but admin staff and program directors reserve the right to adjust this figure. <i>See Compensation Page.</i>
	Special Notes	OPTIONAL: Any pre-requisites, hazards, 'no class on May 3', etc... things that students should know before registration.
Classroom	Please indicate the classroom set-up requirements- easels, art tables, taborets, large tables, etc... Each classroom is configured differently.	
Instructor	Name(s)	Exactly how you will be listed in the catalog and web.
	Contact Info	Phone and Email. Will not be distributed without consent.
	Instructor Fee	Fees for weekly classes are calculated via formula (<i>see compensation page</i>)
Student Info	Skill Level	Beginner, Intermediate, etc...
	Age/Grade	Adult, Teen, Child- include ages or grade range as appropriate.
	Enrollment	OPTIONAL: Maximum enrollment, if not provided, we will max the classroom space- which is usually 10-12 people depending on the classroom.
Artwork	OPTIONAL. See following pages for information about submitting artwork for catalog and/or web use.	

SUBMITTING RETURNING CLASSES (for returning instructors only)

Please proof your prior listing for accuracy, and resubmit with any updated information (dates, times, pricing, etc...)

SUBMITTING COURSE PROPOSALS

SUBMITTING NEW WORKSHOPS

Course Info	Course Name	eg, "Beginning Pastels"
	Description	aprox. 4 sentences of content and expectations
	Dates and Times	eg, "Friday Jan 3 & Sat Jan 4 from 5pm-8pm both days"
	Supply List	(if applicable) See Supply/Materials Page for further details.)
	Materials Fee	(if applicable) See Supply/Materials Page for further details.
	Tuition	If submitting a flat rate instructor fee, tuition rate will be calculated by admin staff (you may suggest a tuition, at your discretion). If submitting a per student fee or a percentage, you will also need to submit a tuition rate and a minimum enrollment figure to 'run' the workshop. Member pricing will be discussed on a one-to-one basis, if applicable.
	Special Notes	OPTIONAL: Any pre-requisites, hazards, 'no class on May 3', etc... things that students should know before registration.
	Classroom	Please indicate the classroom set-up requirements- easels, art tables, taborets, large tables, etc... Each classroom is configured differently.
Instructor	Name(s)	Exactly how you will be listed in the catalog and web.
	Contact Info	Phone and Email. Will not be distributed without consent.
	Instructor Fee	(will not be published) This is the amount you agree to be paid to teach the workshop. You may submit a flat rate or an amount per student. This figure is at your discretion. If you are submitting a per student rate, please indicate a minimum enrollment figure. The students' tuition cost will be calculated by admin staff based on your compensation rate and other factors. You may suggest a tuition rate, but the Workhouse reserves the right to adjust this figure to cover all associated costs.
Student Info	Skill Level	Beginner, Intermediate, etc...
	Age/Grade	Adult, Teen, Child- include ages or grade range as appropriate.
	Enrollment	OPTIONAL: Maximum enrollment, if not provided, we will max the classroom space- which is usually 10-12 people depending on the classroom. If submitting an Instructor Fee that is a per student rate, or a tuition percentage, it is necessary to include a minimum enrollment figure.
Artwork	OPTIONAL. See following pages for information about submitting artwork for catalog and/or web use.	

SUBMITTING RETURNING CLASSES (for returning instructors only)

Please proof your prior listing for accuracy, and resubmit with any updated information (dates, times, pricing, etc...)

ABOUT SUPPLY LISTS & MATERIALS FEES

NEW SUPPLY LISTS/MATERIALS FEES RULES!!!!

AS OF THIS QUARTER, a SUPPLY LIST is now MANDATORY to have on file with Debra Yarrington (Registrar) and Josh Albright (Operation Manager) with any submitted class proposal. The catalog will not list supplies, but will instruct students (and registrar) how to find out about necessary supplies for classes. Below are a few options to consider whilst compiling your proposal. Supply lists that you submit will be kept on file with the registrar, and at the Workhouse Art Supply Store, and students will be instructed where/how to find them. If you prefer to use a materials fee for classes, we will talk about options one-to-one. ***The Workhouse Institute reserves the right to cancel/not offer a class/workshop if a supply list is not given at the time of class proposal.***

OPTION 1: SUPPLY LIST

The instructor provides a supply list, from which items will be stocked at the Workhouse Art Supply Store. Students purchase supplies on their own based on the list provided by the instructor. This supply list will be on file at the Workhouse Art Supply Store in W-16. Instructors that wish to assist Josh Albright in assembling 'kits' for their classes is appreciated.

OPTION 2: INDEPENDENT PROJECTS- STUDENT CHOICE OF SUPPLIES

The instructor provides an estimated cost (or range) that the student will likely incur over the course of the class. Used mainly for classes where students select independent projects, where the choice of materials used is at the discretion of the student. Also used in cases where there is no defined 'supply list' and materials used (and/or purchased) are at the discretion of the student.

OPTION 3: MATERIALS FEE (PAYABLE TO WORKHOUSE INSTITUTE)

The student pays a materials fee at the time of registration, and instructors will provide materials at the first class or workshop meeting. The Workhouse reimburses the instructor through receipts up to the amount collected from students.

OPTION 4: MATERIALS FEE (PAYABLE TO INSTRUCTOR)

Used only for workshops or specialty classes where the instructor must prepare items (or kits) prior to the first class meeting. Instructors provide the fee amount for listing purposes and students are instructed to remit the fee payable to the instructor at the first meeting. This option is to be used for exceptions, where the first three options are not viable.

LAB FEES (WORKHOUSE ASSESSED FEE)

Applicable in instances where students are using shared supplies or tools that are the property of The Workhouse Arts Center. The materials fee in this instance is set by the Workhouse and is used to replenish expendables as they are depleted. This is applicable to the Computer Labs, Photography Labs, The Kid Zone and other similar circumstances. Lab fees may be assessed by The Workhouse Arts Center, and may be 'in addition to' other supplies or materials.

WORKHOUSE ART SUPPLY STORE

Open during public hours, we endeavor to stock the store with items that students will need during their classes and workshops, and to offer these supplies at an affordable rate for students, faculty, and artists. Josh Albright will be given instructors' supply lists as they are received, please contact him for further information about the store, and for assistance in coordinating student purchases.

While you are not required to have your students use the onsite store, it is another way in which our visual arts programs are supported. Proceeds from this store help cover the costs of overhead allocation for gallery and classroom spaces, which in turn help keep studio rentals below market rates and supports our visual arts programs.

NEW INSTRUCTOR COMPENSATION

INSTRUCTOR STANDARD COMPENSATION RATES (Please note that these have changed from last quarter!!!)

2 Hour Classes	\$9.75 per student per session
2.5-3 Hour Classes	\$12.20 per student per session
Workshops	As submitted in proposal by instructor

GUARANTEED MINIMUM COMPENSATION SCHEDULES

Instructors agree to teach when enrollment meets 4 students. The Workhouse will guarantee a minimum compensation in instances where the 'per student' figure is below the thresholds here:

Guaranteed Minimum Compensation for Classes of 5 weeks or more (not Workshops)

2 Hour Class	\$45.00 per class session
2.5 - 3 Hour Class	\$50.00 per class session

INSTRUCTOR COMPENSATION CALENDAR

5-9 Week Classes	50% due paid at end of 5th week of quarter 50% due paid at end of 9th week of quarter
Workshops	Check requests for 100% due are made each Monday, with checks generally available within one week.

Payroll Calculation Examples

2 hour class with 10 students, running 9 weeks
 $\$9.75 * 10 \text{ students} * 9 \text{ weeks} = \877.50 due to the instructor
50% (\$438.75) paid end of 5th week and 50% (\$438.75) paid end of 9th week

2 hour class with 4 students, running 5 weeks
 $\$9.75 * 4 \text{ students} * 5 \text{ weeks} = \195 due to the instructor
The instructor is paid the minimum guarantee of \$50 per class ($\$50 * 5 \text{ weeks} = \250)
50% (\$125) paid end of 5th week, 50% (\$125) paid end of 9th week

2-day workshop with 4 students
Instructor submitted a \$250 instructor fee (with original proposal)
Instructor is paid \$250
100% (\$250) to be check-requested on the next calendar Monday

WORKHOUSE WORKSHOP WEEKENDS/INTERIM DATES

Workhouse Workshop Weekends are designed to fall between regular quarters to retain student interest, to provide continuity of the education calendar and to cultivate new students who are not quite ready to commit to longer sessions. In addition, these Workshop Weekends are a great way to discover the media and subjects that our clientele is interested in pursuing.

While the addition of workshops for any date/time is welcome, please consider participating by creating a workshop proposal for an upcoming Workhouse Workshop Weekend.

This term is indicated by the "Interim Dates" that fall between November 29th - December 19th, 2010.

SUBMITTING ARTWORK FOR THE CATALOG AND WEBSITE (OPTIONAL)

The catalog will feature a representative assortment of artwork in full color on the cover. Due to space limitations, it will not be possible to use every submitted piece- however, your submissions can appear with your listings on the website course catalog if you note you would like this option.

The web listing allows us to feature a color picture next to your listing. You may submit a different picture for each class proposed. Submitting a piece implies the rights to use for the purposes of this catalog and associated web listings.

Art Specifications: 300 dpi (or higher), CMYK, any format. You may submit via email, or for larger files, please provide on returnable CD. Art with a lower resolution may be suitable for the website, but not for the print version of the catalog.

Artist Info: Please include name of piece, name of artist, and medium

MY PROPOSAL HAS BEEN SUBMITTED, NOW WHAT...?

CONFIRMATION OF RECEIPT

You'll receive a confirmation once your submission is complete, and has been accepted. If your submission is incomplete, or cannot be accepted, you will be contacted for more information or with an explanation of refusal.

PROOFING PHASE

Within two weeks after the submission deadline, you will be contacted for proof-of-accuracy purposes. Any supplemental information including supply lists, contract/payroll information will also be confirmed at this time. Your approval of these items will be requested before they enter the publication phase.

REGISTRATION/PUBLICATION PHASE

Once registration begins, you will receive regular enrollment updates including student rosters and contact information- updates will be given approximately once per week until a few weeks before the start of classes, at which time enrollment updates will be sent daily.

During this time- you will coordinate art supply stocks (as necessary) with Josh Albright and with your students. If your class or workshop has not met minimum enrollment by one week before your first class, you will be contacted for cancellation options.

If your class or workshop is 'a go' you will be assigned a building key and/or fob to access your classroom(s), please be sure to test these items prior to your first class meeting.

INSTRUCTOR RESPONSIBILITIES

All classrooms are shared by other instructors, and are used by a variety of teachers and media. Please be sure to clean up after your class, and leave the room in as-good-or-better condition than you left it. If you encounter major damage, spills or big messes- please notify Facilities at your earliest convenience. (see contact page)

This is also true for any other commons areas in any building that your class might use- please be respectful of the artists and instructors that also use the space, and leave these areas clean and ready for the next class (and for the artists that reside in that building).

Do not store personal items in classrooms, as the spaces will be used by many instructors, each teaching various media. The Workhouse is not responsible for missing or damaged personal property that is left in classrooms unattended.

The classrooms are property of the Workhouse Institute and will be fitted with appropriate classroom equipment as the Institute sees fit. The Instructors are NOT TO REMOVE any equipment from the classroom space assigned to his/her class. Each classroom has been inventoried as to what belongs in each room, and will be checked periodically to make sure equipment remains in its assigned area. As an Instructor you may request a certain classroom and every attempt will be made to accommodate your needs, however the Workhouse Institute maintains the right to assign Instructor classrooms as the schedule permits.

Some instructors will be responsible for opening/closing buildings (as appropriate) before/after classes. Further details will be given to those instructors that this involves.

*Fall Quarter (Sept 20 - Nov 21) Interim (Nov 29 - Dec 19) Winter Quarter (Jan 10 - March 13)
Submission Deadline (For All Quarters- May 28th)*

NEW INSTRUCTOR APPLICATION

Please submit a document(s) containing the following information regarding your background, education, experience and qualifications:

Name (including professional name, if different)

Address

Contact Information (phones, email)

Education (college(s) degree(s) awarded, any specialized certifications, licensure, etc...)

Instruction Experience (where, when, years experience)

References (two professional references- names and contact information)

Teaching Philosophy (one paragraph, explaining style and/or methodology)

Artist Bio (one paragraph personal/professional bio for web or print use)

CD containing 10 photos of current work (within the last three years)

*This is optional for artists who have successfully juried into the Workhouse Arts Center.

Resume, CV, Supportive Documents (optional)

Related Awards, Recognition (optional)

To save turn-around time, please include your course or workshop proposals along with your instructor application. An admin staff member will be in touch regarding your application and for any further details or information. Processing new instructors applications takes extra time, please submit as early as possible. Thanks!

ADDITIONAL NEW INSTRUCTOR INFORMATION

Please complete the following forms, which are attached to the next pages of this packet:

W-9 Tax Form

Background Check Authorization Form

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)		
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	City, state, and ZIP code	Lorton Arts Foundation, Inc. 9517 Workhouse Way Lorton, VA 22079	
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

OR

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



Authorization for Background Check

Last Name _____ First Name _____ M.I. _____
Address _____ Home Telephone _____
Address _____ Alt Telephone _____
City/State/ZIP _____ Date of Birth _____
SSN _____ Driver's ID #/State _____

Please list past addresses (if any, within the past 8 years):

1. Address _____
City/State/ZIP _____
2. Address _____
City/State/ZIP _____
3. Address _____
City/State/ZIP _____

Applicant declares the above information to be correct, true and complete. Applicant authorizes LAF and/or authorized agents of LAF to verify the information including obtaining a criminal background report on him/herself. Applicant understands that LAF may terminate contract services entered into for any misrepresentation made above.

Applicant Signature _____ Date _____

Please remit this form to Joseph Wallen with course submission documents and application materials.

NEW INSTRUCTOR/ CLASS EVALUATION FORMS

On the following page you will find an example of the new evaluation form. We ask that as a new and returning instructor, you hand out the evaluation forms to every student and instruct them to return the forms to our Registrar, Debra Yarrington.

The forms were created in an attempt to better meet the needs of our students. It is the student's choice to remain anonymous, if they so choose. The evaluation forms, once returned, will be placed into each individual instructor's file and be available for viewing by the Registrar and the instructor only.

We ask that every class and workshop instructor have their student's fill out the evaluation form during the last week of class. The student may then return the form to our Registrar in one of five ways:

Mail: Debra Yarrington
9601 Workhouse Way
Lorton, VA 22079

Fax: 703-584-2910

Email: debrayarrington@lortonarts.org

Phone-in: 703-584-2909

Hand-in: Building W-11 Front office on the right

Whether your class is a 9 week class or a two-day workshop, the Workhouse Institute will need an evaluation form completed by every student.

As stated, the forms were created to help us meet the needs of our students. The evaluation forms will inform the Workhouse Institute on what classes are successful and why, and allow us to better prepare for classroom, student and instructor needs for the upcoming semesters.

If you need extra copies, or have any questions regarding the evaluation form, please see Debra Yarrington.

COURSE PROPOSAL CHECKLIST

- | | | |
|--------------|--------------------------|---|
| Course Info | <input type="checkbox"/> | Course Name |
| | <input type="checkbox"/> | Course Description |
| | <input type="checkbox"/> | Day and Time |
| | <input type="checkbox"/> | Course Length |
| | <input type="checkbox"/> | Supply List OR Materials Fee |
| | <input type="checkbox"/> | Tuition |
| | <input type="checkbox"/> | Special Notes (hazards, pre-requisites, etc...) |
| | <input type="checkbox"/> | Classroom Needs (easels, tables, etc...) |
| Instructor | <input type="checkbox"/> | Instructor Name(s) as it will appear in the catalog |
| | <input type="checkbox"/> | Contact Info (phone and email) |
| | <input type="checkbox"/> | New Instructor Packet (if new instructor) |
| Student Info | <input type="checkbox"/> | Skill Level |
| | <input type="checkbox"/> | Age/Grade |
| | <input type="checkbox"/> | Maximum Enrollment |
| Artwork | <input type="checkbox"/> | (optional) Artwork for Catalog and/or Web |

WORKSHOP PROPOSAL CHECKLIST

- | | | |
|--------------------------|--------------------------|---|
| Course Info | <input type="checkbox"/> | Course Name |
| | <input type="checkbox"/> | Course Description |
| | <input type="checkbox"/> | Exact Meeting Dates and Times |
| | <input type="checkbox"/> | Supply List OR Materials Fee |
| | <input type="checkbox"/> | Suggested Tuition (optional if instructor fee is a flat rate; necessary if instructor fee is based on a per student or percentage rate) |
| | <input type="checkbox"/> | Special Notes (hazards, pre-requisites, etc...) |
| | <input type="checkbox"/> | Classroom Needs (easels, tables, etc...) |
| | Instructor | <input type="checkbox"/> |
| <input type="checkbox"/> | | Contact Info (phone and email) |
| <input type="checkbox"/> | | Instructor Fee (flat rate or per student rate or percentage rate) |
| <input type="checkbox"/> | | New Instructor Packet (if new instructor) |
| Student Info | <input type="checkbox"/> | Skill Level |
| | <input type="checkbox"/> | Age/Grade |
| | <input type="checkbox"/> | Maximum Enrollment |
| | <input type="checkbox"/> | Minimum Enrollment (if fee is based on enrollment) |
| Artwork | <input type="checkbox"/> | (optional) Artwork for Catalog and/or Web |