



CIRCUIT TEACHER PROGRAM GUIDELINES

The Circuit Teacher Program objective is to provide continuing education in quilting to GSQA members through traveling teachers.

CHAPTER RESPONSIBILITIES

1. The Guild Chairman or other identified person should provide the members with all information distributed by GSQA on the program. All the information is listed on GSQA s website: www.gulfstatesquilting.org. Click on Education, then click on Circuit Teacher. You will be able to see all classes offered and be able to print all necessary forms.
2. The guild will pay the teacher, on the day of the class, the fee of \$225.00 plus mileage at the federal rate. The guild will arrange for meals and sleeping quarters for the teacher if required and pay for same.

Example: Class Fee - \$225.00
Mileage - 53.00 100 miles @ 53cents per mile
Hotel - 100.00
378.00 plus provide lunch on day of class

15 members would pay \$25.20 each
20 members would pay \$18.90 each

3. To request a class for your guild:
Contact the Circuit Teacher Chair to schedule a class date. Then mail a copy of the CHAPTER/GUILD TEACHER REQUEST FORM (located on GSQA website) to the Circuit Teacher Chair listed below.
4. Contact GSQA Circuit Teacher Chair if assistance is needed to fill the class.
5. 2 WEEKS BEFORE THE CLASS:
 - A. Send 2 copies of the completed CLASS SIGN UP SHEET to Circuit Teacher Chair.
 - B. Provide students with supply lists which will be sent by the teacher.
 - C. Arrange for meals and sleeping quarters for the teacher if necessary.
6. CLASS DAY:
 - A. Provide classroom space and necessary supplies as discussed with the teacher.
 - B. Make a copy of the CLASS EVALUATION FORM for each student. Collect completed Evaluation forms and send to Circuit Teacher Chair:

Circuit Teacher Chair:

Glenda Copeland
19 Gold Pt
Carriere, Ms.39426