

Teacher's Name \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Class Title \_\_\_\_\_

Class Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thursday Workshop \_\_\_\_\_ Saturday Class \_\_\_\_\_ Saturday Class Fee \_\_\_\_\_

Preferred Month \_\_\_\_\_ 2<sup>nd</sup> Choice Month \_\_\_\_\_

Prerequisite Experience Required \_\_\_\_\_

Are Kits optional? \_\_\_\_\_ Kit Prices \_\_\_\_\_

Kit Choices \_\_\_\_\_

Supplies and/or tools to be brought by participants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All Teaching Applications **MUST** be coordinated by the BBS to ensure class variety.
- No more than 3 classes will be taught at the same time on Thursdays or Saturdays.
- Thursday class fees are set at \$15 per student. Saturday class fees are set by the teacher.
- Full weekend classes are possible with advance application and planning to reserve the room.

**Directions for Completing the Teacher Application**

1. Complete the Application. Attach a Class Project Picture/Photo (digital copy preferred.)
2. Return your completed form and photo one of two ways:
  - E-Mail your completed form and photo to ([workshops@baltobead.org](mailto:workshops@baltobead.org)) for approval at least 2 months prior to date requested.
  - Mail your application to:
    - **Baltimore Bead Society**  
**8510 High Ridge Road**  
**Ellicott City, MD 21043**  
**Attn: Workshop Committee/Nancy Ennis**
  - Note:** If last minute changes are necessary, please request and get approval by e-mail.
3. Once your application(s) have been reviewed the BBS will contact you with one of the following:
  - You are approved to teach your class on you the date requested.
  - We are interested in your class but need to select an alternate date
  - We have similar classes on the current schedule and can't run yours at this time
4. If selected, your class description will be featured on the BBS website, newsletter, and program e-mails. You may promote your class in person at BBS meetings with a sample of the class project. You must collect student information, class, and kit fees yourself.