(updated May 2026)

2026-2027 Teacher Application for SRAL Art 101 Classes & Workshops

Fill-out & Return this Form to the Art 101 Yellow Folder (to the left of the desk in the Studio)
OR Complete On-line & email to Deb Nealy: DebN@SantaRitaArt.org
Classes will run from October 2026 through April 2027

Submit this form and your supply list by the **1st of the month PRIOR to your class**
(For Example: **March** classes submit this form and supply list **by February 1st)**

Teacher's Name or Names:_____

Contact Info: Cell phone:_____Do you text? ___Y ___N

Email: _____ Do you read your email? ___Y ___N

1. **Class Description: Art 101 _____ Art 102(next level)_____ Workshop_____**
Course Name_____
Date _____/or Approximate Date_____*(Leave blank if you do not know)*
Time: Start_____End_____ Total Time_____hours
Indicate which room(s) will be used: **TV Studio_____ Front Studio_____ Back Studio_____**
*You are responsible for room set-up (i.e. table arrangements & supply set-up)

Maximum # of Students allowed in the class_____*(there will be a wait list in case of student cancellations)*

2. **Short personal Bio** This will be used to advertise your class on the SRAL Website and in our Newsletter and EBlast. Include information about you as an artist, your experience in the media being taught, and any teaching experience you may have. (attach separately if needed)

3. Description of class content. What will you be teaching? This will be used for advertising purposes, so make it interesting to entice members to sign-up! (attach separately if needed)

4. Submit via email to DebN@SantaRitaArt.org **1-3 Photographs of artwork** showing the concept or media you are teaching. These can be your own work or other copyright free sample images. If possible, attach photos in a JPEG format or attach a link. These will be used in the Eblast and on the SRAL Website.

5. Supply List: (for Art 101 & 102 Classes only)

SRAL existing supply stock will be used first. Supplies will be checked & ordered by Kris Martens.

Attach your supply list to this form /Or, *if using internet, send links of preferred websites to* KrisM@santaritaart.org

Required Material Fee $10. Students pay the monitor upon arrival. These funds will set the maximum budget for student grade supplies. (For example, if there are 15 students in your class your maximum budget for supplies would be $150. This includes new supplies and replacement of ART 101 supplies.)

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We want to make your experience as easy and positive as possible.
Let us know if you will need any of the following:

Do you need a class assistant? Yes_____ No_____ (this is recommended for larger classes)
Do you need help finding an assistant? Yes___ No___

Do you need a microphone? Yes____ No____

Do you need help setting-up? Yes___ No___ (AM classes should set-up the day before)
Will you need access to get into the Studio to set-up? Yes___ No___

Will you need someone to open the Studio the day of your class? Yes___ No__

Will you need a whiteboard? Yes___ No__

Will you need to use the large TV Monitor for multimedia purposes or to mirror your lesson via an external device? Yes___ No__

Studio Practices:

1. Make sure students cover tables with plastic covers and dispose of acrylic water in the buckets under the sink. **Do Not put acrylic water down the sink.** Dispose of oil paint, oil rags, and solvent following Studio practice.
2. You can rearrange tables and leave them at the end of the session.
3. Give careful instructions on proper clean-up of your medium to your students.
4. Monitors will have written instructions on file for: Checking in members, Collecting $10 payments and giving out name tags.
5. Clean, organize, and leave for storage any leftover Art 101 supplies that can be reused.