

# Guidelines for BAA Teachers



## We want your class to be a big success!

Here's how we will work  
together to make your class  
a great experience for you,  
BAA and your students.

### Class Details

Submit details about your  
prospective class using our online  
form. **Be sure to write a compelling  
description of what students will  
learn during your class.**

>> [Link to Online Form](#)

### Your Contract

Once your class is approved, you  
will be sent a contract. If you  
have any questions about your  
contract, please reach out.

### Fees & Commission

We can work with you on your fees  
structure. Would you like to be paid **a  
stated fee**, or on **a per-student basis**?

Please be sure to fill out the Class Info  
Form or email us all the info about your  
class. We need to know details such as  
your **minimum number of students**  
and your deadline to reach the  
minimum for the class to make.

Please note: Our maximum is usually  
15 students in a class at the BAA in order  
for everyone to work comfortably.  
Other locations for classes may be  
available, please inquire.

Learn more about BAA: [www.bartlesvilleartassociation.org](http://www.bartlesvilleartassociation.org)

## Sign the Contract

You may sign your contract online via docusign, email a copy to [bartlesvilleartassociation@gmail.com](mailto:bartlesvilleartassociation@gmail.com), or mail it to BAA via postal mail.

## W-9 Form

If BAA pays you more than \$600 in one year we will ask you to provide your SSN via a W-9 form. Please drop it in the mail or deliver to BAA during office hours.

>> [Link to W-9 Form](#)

## Supply List

If you have a supply list, please email it to BAA.

We will send it to students after they complete purchase.

## Promote Your Class!

**Send an email** announcing your class to **former students, fans, collectors, friends & family** — and ask them to share, too!

**Post to your own personal social media** accounts such as Facebook, Pinterest, Instagram, Youtube, etc.

Make **flyers** to hand out and post them around town and give to friends.

Send **postcards** to past students.

**BAA will help with publicity, too.** Please help our efforts: like, repost and share social media posts BAA publishes about your class. Comment on any posts about your class.

BAA will actively promote your class — we find that when teachers work with us on publicity their classes have a greater chance to be successful.

## Photos and Copyright

To make your class a success, we need **good quality, original photos**.

Please email **3 to 5 photos** if possible.

BAA needs permission to use the photos so they need to be **YOUR** photos, or we would need to secure permission from the copyright-holder.

**If you don't have original photos do not send photos from a google search.** Contact us and we will work together to arrange for suitable photos to publicize your class.

***We hope you have a very successful class!***

