



Teaching Application

Teacher's Name _____

Phone _____ E-Mail _____

Class Title _____

Class Description _____

Thursday Workshop _____ Saturday Class _____ Saturday Class Fee _____

Preferred Month _____ 2nd 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 \$20 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) 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.