



Thanks for your interest in teaching a class at Bellefonte Arts. Please read through this document and contact our Education Coordinator, Marsha Minutella via email: [BellefonteArtsClasses@gmail.com](mailto:BellefonteArtsClasses@gmail.com) with any questions.

Bellefonte Arts is a volunteer based organization, and we rely on our volunteers to be available in the shop in order to run classes. By submitting a class proposal you are agreeing to our teaching policy.

#### Workshop Times:

- Most classes run about 2-3 hours from 10am-12pm or 6-9pm, outside of Bellefonte Arts Shop Open Hours on Wed, Thurs, Fri, Sat, Sun. There can be an overlap from 12pm to 1pm when the shop opens if you are ok with that and need the additional time.
- Monday and Tuesdays when the shop is closed, we can run classes in blocks of 2-5 hours from 10am-9pm.
- We will do our best to schedule classes with multiple dates or longer hours, but please be flexible and plan well in advance for the best scheduling opportunity.
- The week before First Friday of the month is reserved for taking down then setting up the next Art Loop Exhibit, so usually no classes are scheduled on that Mon-Fri.
- If you have a small class of up to 4 students that can run during shop open hours (if you & your class participants are not disturbed by people coming into shop, talking, buying artwork, etc) we can discuss that too.
- Make and Take style classes or Trunk Shows are a fun option to offer during shop open hours. Please contact [BellefonteArtsClasses@gmail.com](mailto:BellefonteArtsClasses@gmail.com) for details and scheduling.

#### Physical Setup for Classes:

- Instructors are welcome to set up 30 minutes prior to the start of class. One of our volunteers can be there to meet you and help you set up and arrange tables and chairs to fit your class layout.
- Students are asked to arrive about 10 minutes prior to the start of class.
- We provide and can fit up to (3) 6' foldable tables in our workshop area (two against each other lengthwise, and a third across the top of them in a T-Shaped formation). 8 students should be able to fit around these tables on 3 sides, leaving the teacher with standing room along 1 side.

- There is a smaller 4' table we can set up in the shop if you need extra room for class supplies or your demonstration.
- These are plastic foldable tables that can be wiped clean. If your class is messy, please make sure you bring disposable table coverings and clean up after your class is finished.
- The shop should be left in the same shape you found it in (ready for the next class).
- If you have additional materials or kits to sell during your class, please make sure you are set up to handle payment. Anything processed through the shop will have the 20% Bellefonte Arts Commission taken out and payment to the artist at the end of the month.

#### Pricing for Class:

- We recommend the minimum starting pricing for a 2 hour class should be \$45, but it is up to the teacher to make that decision.
- Materials and class kit fee should be included in your total amount for your class.
- Whatever you choose to charge for the class Bellefonte Arts will collect 20% from current members, or 30% for non-members.

#### Payments to Teachers after Class:

- Bellefonte Arts collects the money for classes through our Square payment app, and will make payment to the teacher after the class occurs via PayPal (for now).
- Payment is sent electronically after the month end reports are completed, usually by the 10th of the following month.
- If you make more than \$2000 in a calendar year as of Jan 1, 2026 from teaching classes and item sales, we will contact you and have you fill out a W-9 form so you can receive a 1099 from Bellefonte Arts.

#### Student Minimum & Max:

- We ask that you are willing to run the class with a minimum of 2 to 3 students (your choice). Maximum students are dependent on how much room you need for your people in class, but we set the class limit at 8.
- May 2026 Update: If there are at least 3 students paid & registered for your class, it must run.
- It is up to the instructor to keep track (via their class google doc) of how many students are in class, and to notify them once you have met the minimum signed up to confirm the class is running. Or if the minimum has not been met by 2 days prior to class that the class is cancelled and they will receive a refund via square.

#### General Cancellation Policy:

- All seats sold for a scheduled class are final, no refunds.
- If a student cannot make the class, we ask them to try to find a person to replace them in the class and notify the instructor or Bellefonte Arts via email of this change.
- If there is a wait list for a class and a person on that list can fill their spot, the cancelling student will have a “credit” for the amount paid for a future class.
  - This “credit” for class must be used by the end of that calendar year.
- If the instructor cannot make the scheduled class due to illness or injury, we will attempt to reschedule. If we cannot reschedule, students will be asked if they would like to pick another class from currently available classes and the price difference is billed or refunded. If not, a refund can be made to the student.

#### How things are organized:

- You will provide an email address (gmail works best) and Bellefonte Arts will create a Google Doc for you that has all the information for your class you have provided.
- When students sign up through our website, we will add that student name, email and date/amount they paid.
- This document will serve as your way to check in on enrollment numbers and so you can contact students via email, and send a “looking forward to seeing you in class” email the day before the class to your students.
- Please do not use their email for purposes outside of Bellefonte Arts Classes unless you have received permission from them. Often students that enjoy your class want to be added to your email newsletter or to find out when you are teaching another class.

#### What we need from you via Google Form:

Please click here to fill out the Google Form: <https://forms.gle/2YtL6BmJ7suJJmWn8>

1. Title and Description of your class.
  - Please see our classes page for tone: [BellefonteArts.com/classes](http://BellefonteArts.com/classes)
  - Title of Class.
  - A brief description of the class including process, materials, and what students should expect to leave with.
2. Length and duration of your class.
3. Cost of class (per student, includes kit/materials fee).
4. Minimum (2 or 3) and Max numbers of students (up to 8).
5. Details on what a student may want to bring (reading glasses, battery operated task light, etc) or wear to class if they might get clothing dirty or need closed toe shoes.

6. The deadline for registration is usually “when sold out or 2 days prior to class”.
  - If you would like to close registration with a longer deadline for class, how many days.
7. Your Full Name, Business Name, Address, Cell Phone, Email address for PayPal Payment & Email for Google Doc link to be sent to (gmail works best for google doc).
  - We will only use your name and business name with promotions.
  - Your other information is only for our records.
  - If you make more than \$2000 teaching classes and selling items, as of Jan 1, 2026 through the Bellefonte Arts Shop in a calendar year, you will be contacted by Bellefonte Arts to fill out a W-9 Form to get a 1099 for your taxes.
8. If you have a website, social media, hashtags, etc. please provide them.
9. Requested dates and times for classes, keeping in mind longer class periods, multiple dates may need more time to fit into our schedule.
10. Your own image to use for your class (square image with neutral background is best).
  - We will use and edit your image for social media posts, websites, etc.
  - Image Resolution should be of high quality so we can resize without pixelation.
  - Email image to BellefonteArtsClasses@gmail.com if you have issues with the google form.

How we advertise for your class:

- Website Photo, Description, and Individualized Square Sign-Up link.
- Direct email via Bellefonte Arts Newsletter (link to a class or to the BA classes page).
- 16:9 Event image shared through Facebook Events, local online calendars, printed as flyers in the shop. This image will be uploaded to our google class images folder, and you will have access via a link on your class document to download it and use it.
- Event images will be scheduled and posted through our Instagram and Facebook pages.
- We expect instructors to interact, help promote, and share events & posts for their classes.

Please fill out our google form or if you cannot access google, contact our Education Coordinator with all of the above information completed: Marsha via email: BellefonteArtsClasses@gmail.com  
Subject: BA Class Proposal to see about scheduling a class.

Bellefonte Arts is located at  
803-C Brandywine Blvd  
Wilmington, DE 19809

Website: BellefonteArts.com  
@BellefonteArts #BellefonteArts are our social media tag and hashtag

General Bellefonte Arts Email to the shop: [BellefonteArts@gmail.com](mailto:BellefonteArts@gmail.com)  
Class Questions should be directed to Marsha: [BellefonteArtsClasses@gmail.com](mailto:BellefonteArtsClasses@gmail.com)