

Venice Art Center
390 Nokomis Avenue S
Venice, FL 34285
941-485-7136
www.veniceartcenter.com

2020 INSTRUCTORS APPLICATION PACKET

Please read ALL information carefully so that you understand fully our policies and rules. If you have any questions, please contact Julie, if available, or any staff member will be able to assist you. The information in this packet includes an application for the **2020-2021 Fall Season**.

SUMMER KIDS CAMP: PLEASE SUBMIT TO JULIE@VENICEARTCENTER.COM NO LATER THAN 4:00 PM **APRIL 24, 2020**. IF SUBMITTED AFTER THIS DATE, YOU APPLICATION WILL NOT BE CONSIDERED. NO EXCEPTIONS.

SUMMER ADULT CLASSES: PLEASE SUBMIT TO JULIE@VENICEARTCENTER.COM NO LATER THAN 4:00 PM **APRIL 24, 2020**. IF SUBMITTED AFTER THIS DATE, YOU APPLICATION WILL NOT BE CONSIDERED. NO EXCEPTIONS.

FALL ADULT CLASSES: PLEASE SUBMIT TO JULIE@VENICEARTCENTER.COM NO LATER THAN 4:00 PM **MAY 4, 2020**. IF SUBMITTED AFTER THIS DATE, YOU APPLICATION WILL NOT BE CONSIDERED. NO EXCEPTIONS.

Please complete a separate application, PGS 4-5, if applying for more than one class; ie, children camp, summer adult and fall adult classes

CHECKLIST:

PLEASE SUBMIT ALL TOGETHER. DO NOT SEND INFORMATION SEPARATELY.

- Completed class proposal application. (Separate forms pg 4-5 per class please)**
- Short Artist Bio of 50 words or less**
- Sample images of art work (return to julie@veniceartcenter.com or by flash drive WITH APPLICATION DOCUMENTS). PLEASE DO NOT SUBMIT THESE SEPARATELY.**
- Supply list for your class (.pdf, .doc, .docx only)**
- Signed instructor consent/contract form.**
- Signed Harassment Policy form (if not already completed)**
- Completed W-9 Tax form**
- Completed and signed Authorization for Criminal Background Investigation form.**

The CHILDRENS SUMMER PROGRAM runs from June 15 through August 7, 2020

The ADULT SUMMER SEASON runs from June 1 through late August, 2020

The ADULT FALL SEASON runs from early September 2020 through early May 2021.

Venice Art Center Inc
390 S. Nokomis Ave Venice FL 34285
Tel 941-485-7136 Fax 941-484-4361
www.veniceartcenter.com

Application For Instructional Position

SUMMER KIDS CAMP: PLEASE SUBMIT NO LATER THAN 4:00 PM FRIDAY, APRIL 24, 2020. IF SUBMITTED AFTER, YOUR CLASS WILL NOT BE CONSIDERED. NO EXCEPTIONS.

KIDS CAMP DATES:

Session 1: June 15-26

Session 2: June 29 - July 10

Session 3: July 13 - July 24

Session 4: July 27 - August 7

SUMMER ADULT CLASSES: PLEASE SUBMIT NO LATER THAN 4:00 PM FRIDAY, APRIL 24, 2020. IF SUBMITTED AFTER, YOUR CLASS WILL NOT BE CONSIDERED. NO EXCEPTIONS.

FALL CLASSES: PLEASE SUBMIT NO LATER THAN 4:00 PM MONDAY, MAY 4, 2020. IF SUBMITTED AFTER, YOUR CLASS WILL NOT BE CONSIDERED. NO EXCEPTIONS.

Class Category (Select One):

- Ceramics and Pottery
- Jewelry making
- Painting with Watercolor
- Painting with Acrylic and Oil
- Photography and Digital Art
- A Little Bit Different
- Printmaking
- Sculpture
- Drawing, Pastels, and Multimedia
- Other _____

Month or Months available (Select all that apply):

- September _____
- October _____
- November _____
- December _____
- January _____
- February _____
- March _____
- April _____
- May _____

Adult and Children Summer

- June _____
- July _____
- August _____

Class time availability (Select all that apply):

- 9:30 am until 12:00 pm
- 1:00 pm until 3:30 pm

Class time availability Children's Summer:

- 10:00 am until 12:00 pm
- 1:00 pm until 3:00 pm

Are you interested in mini-sessions or workshops?

- 9:30 am until 3:30 pm (*Mini session*)
- 9:30 am until 3:30 pm (*Workshop-All Day*)
- 9:30 am until 12:00 pm (*Workshop-1/2 day*)
- 1:00 pm until 3:30 pm (*Workshop-1/2 day*)

Session size (Select all that apply):

- Mini-session (*1 to 2 days, consecutive days or 2-week session*)
- 3-week session
- 4-week session
- 5-week session
- 6-week session
- Children Summer M and W 2-week
- Children Summer T and Th 2-week
- Thursday Evening Kids Night Out
- Friday's only childrens class (9a - 3p)

Days available (Select all that apply): AM or PM

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Friday Kids Night Out
- Saturday

Please do not repeat classes that had low enrollment last season. If your classes had less than 6 students enrolled, please combine classes instead of adding additional classes.

*This application does not guarantee the acceptance of your proposed class at Venice Art Center. Once the application is submitted, administration will review and select the classes that best fit the schedule for the season according to class registration history, studio availability, medium, etc. You will be notified by email by no later than **MAY 8, 2020** IF your class proposal has been accepted.*

*Please return to Venice Art Center Attention: **Julie** (julie@veniceartcenter.com) along with the following:*

- Short biography (50 words or less) (BIO not required for childrens summer camp)*
- Examples of your work by email with attachment or flash drive.*
- Completed Federal and State Criminal Background check authorization form.*
- Completed W-9 tax form. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>*
- Signed instructor contract/consent form.*
- Supply list*

Note about SUPPLY LISTS – Please limit your supply lists to the basics for the first class and discuss with students, additional supplies that are needed for the remainder of the sessions. It is overwhelming for customers to purchase all supplies, then either not use them or the class gets canceled.

Venice Art Center, Inc.
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2019-20 Independent Contractor Agreement for Instructors Instructors: Please keep a copy of this contract for your records. Please read carefully and sign.

1. We require all instructors to be a member of the Venice Art Center, Inc. (VAC). VAC Membership must be valid a minimum of one month prior to the start of any scheduled class.
2. VAC requests that all instructors display work in our sales gallery. It is a great advertisement for your classes. We also ask that you display work on the Teachers wall.
3. The following forms are required to be signed, dated and returned to VAC along with application or class request: Application, Biography, Form W-9, Material List, signed Independent Contractor Agreement.
4. **Class cancellations: Classes will be canceled at the discretion of Venice Art Center if registration falls below 6 registrants. (Summer minimum per instructor)**
 - a. **“Classes where students purchase additional supplies”**- It is the responsibility of the instructor to check in with a staff member, (not a volunteer), and log in to instructor account via www.veniceartcenter.com, **one week ahead** of your first class date to see how many students have enrolled and confirm class size. The class will be cancelled if enrollment is below the predetermined minimum class size amount. Instructors will be expected to teach the class if the minimum students are enrolled and contact with staff was not made one week prior.
 - b. **“Classes where supplies are included”** - It is the responsibility of the instructor to check in with a staff member, (not a volunteer), and log in to instructor account via www.veniceartcenter.com, **three days ahead** of your first class date to see how many students have enrolled and confirm class size. The class will be cancelled if enrollment is below the predetermined minimum class size amount. Instructors will be expected to teach the class if the minimum students are enrolled and contact with staff was not made three days prior.
5. Arrive a minimum of 15 minutes early for your class to make sure the classroom is “set up appropriately” prior to the arrival of your students. It is critical for children’s classes that an adult teacher be present in the room supervising all children’s classes. If this rule is not followed, it jeopardizes the wellbeing of the VAC, and instructors will not be allowed to teach the following season. We take the safety of our patrons very seriously. If help is needed with the set-up, please ask the **Operations Manager or Front Desk Coordinator** and they will direct a staff person to assist you. Please do not ask our maintenance crew directly.

6. Teachers and students are responsible for leaving their classrooms in a neat and orderly manner. All equipment should be placed back in the proper storage location. All garbage should be in the trash cans. The room should be in an orderly condition with tables cleaned off. Please use paper to protect tables. Please ask your students to help clean their work areas. All easel tops must be reattached if removed during class. Easels and stools must be returned to the proper classrooms. Clean up all surfaces and sink areas. Please respect the next teacher, students, and the staff by being responsible and cleaning up at the end of class. It is a group effort that we all need to be a part of. Per the choice of instructors at the 2018 instructors meeting, there are posted images of classroom set-up in each room. If the room is not left clean and in its pictured condition, there will be one warning given. There will be a \$25 fine for the second (or future) violations.
7. Check in with a **staff member** at the front desk to see that all students have paid for the class. If there is a discrepancy, please alert the **Front Desk Coordinator** so we can remedy the situation. **If an individual is not on the class roster**, it is the responsibility of the instructor to send the individual to the front desk to fix their registration. If the instructor does not alert the staff that there is an unpaid or unregistered student, then VAC is not responsible for payment to the instructor for that individual. Any student who misses a class and wants to make accommodations or transfer, the student must make arrangements with VAC staff. It will be decided upon on a case by case basis by VAC staff. If the instructor does not follow this guideline, VAC is not responsible for payment to the instructor for any undocumented changes. **8. Instructors must be able to log in to their account via the website to view class rosters. VAC staff can help assist those who need help with this process.**
8. VAC will advertise all classes and workshops. Please feel free to promote yourself by word of mouth, flyers or brochures. All of this helps and we all benefit.
9. Instructors are paid after the class is over. The teacher is responsible for turning in the proper, completed forms with attendees checked off for attendance to the **Front Desk Coordinator**. After the forms are complete and reviewed, a check will be issued. All checks will be mailed, unless prior arrangements are made. The rate is 55% of the member's fee for the class. Material fees will be added to the cost of tuition. (ex. \$40.00 for pottery & sculpture classes and variable amounts for children's classes)
10. VAC is a non-profit organization; all instructors are independent contractors and are not employees of the VAC. You will receive an IRS Form 1099 for your earnings according to IRS requirements.
11. Photos taken during your classes can be used in any and all VAC promotional materials and the website.
12. All instructors must complete a Federal and State Level Criminal Background Check.

By signing this form, you agree to all of the above information and rules.

Instructor's Signature _____ Date _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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or					
Employer identification number					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Authorization for Criminal Background Investigation

**Venice Art Center
390 Nokomis Avenue S
Venice, FL 34285
941-485-7136
www.veniceartcenter.com**

Full Legal Name: (Please print) _____
LAST FIRST MIDDLE INITIAL

If applicable, other names used during past 5 years _____

SS #: _____ **Date of Birth:** _____

Current Address: _____

Phone # _____

e-mail _____

Please list where you have lived in the past 5 years

City and State:	Dates Resided:

As a candidate for the above-referenced position, I understand that Venice Art Center will conduct a criminal background investigation for instruction position consideration. If I am refused an instructor contract due to results of the background investigation, I understand that I may request an explanatory meeting with the Executive Director. Such request must be made within 5 working days of my receipt of notice. Failure to provide complete and accurate information will be cause for disqualification/termination of contract for instructional position. .

Signature: _____ Date: _____

**Please submit this signed form along with other documents directly to:
Venice Art Center, 390 Nokomis Avenue S, Venice, FL 34285 or by email to julie@veniceartcenter.com**

Venice Art Center – Venice, Florida

Harassment and Discrimination Prevention Policy

Adopted and Approved by the Board of Directors January 20, 2020

The Venice Art Center is committed to maintaining an environment that is free from discrimination, including harassment. In keeping with this commitment, we will not tolerate discrimination or harassment of employees, independent contractors, students, guest artists, visitors, patrons, donors, members of the Board of Directors, volunteers, vendors or other third parties related in any way to the Venice Art Center by anyone during or connected to any activity related to the Venice Art Center. No employee, volunteer, Board member, or other person, regardless of his or her title or position has the authority to commit or allow discrimination or harassment.

Harassment or discrimination on the basis of an individual's race, color, religion, national origin, sex, age, disability or handicap, citizenship status, service member status, marital status, or any other category protected by federal, state or local law is a violation of this policy and undermines our commitment to treat each other with dignity and respect.

Harassment can take many forms, including but not limited to the following examples:

- Engaging in unwelcome conduct or making comments that are based on a person's protected status.
- Touching, pinching, patting, brushing, leering, massaging someone's neck or shoulders, pulling against another's body or clothes or other unwanted intentional conduct.
- Sharing offensive or sexually explicit images, posters, calendars, or objects.
- Using slurs or other derogatory terms.
- Telling lewd or offensive jokes and stories.
- Sending electronic communications or messages (e.g., email, text, social media, voicemail) with offensive content.
- Making unwelcome and inappropriate sexual advances, requests for sexual favors, propositions, exposure, gestures, stalking, or invasion of sexual privacy.
- Engaging in child sexual abuse, which is any sexual activity, involvement, or attempt of sexual contact with a person who is a minor (under 18 years old) where because of their status as a minor, consent cannot be given, or with another who is legally incompetent or otherwise unable to give consent.
- Physically assaulting another or committing violent acts, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Creating an intimidating, hostile, or offensive environment by engaging in physical, visual, or verbal conduct that unreasonably interferes with one's work performance or ability to do the job or provide service.
- Threatening that submission to sexual advances will be a condition of employment or affiliation with the organization.

Discrimination means discrimination in any employment-related or service-related activity or term or condition of employment because of a protected characteristic.

Reporting Procedure

If you experience or witness any form of harassment or discrimination related to the Venice Art Center, you should immediately provide a written or verbal report to the Executive Director or to the President of the Board of Directors of the Venice Art Center.

Investigation and Follow-Up

The Venice Art Center will take all allegations of harassment or discrimination seriously and will promptly, thoroughly, and objectively investigate them.

The organization may conduct an internal investigation, utilize an outside third-party investigator, or refer the allegations to the appropriate law enforcement authorities or regulatory/protective services agencies, as it deems appropriate.

The Venice Art Center will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The Venice Art Center will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

If a complaint of harassment or discrimination is substantiated, the Venice Art Center will take appropriate corrective action, up to and including termination of employment, contract, or membership, as well as possible referral to appropriate law enforcement authorities.

Retaliation and False Allegations Prohibited

The Venice Art Center prohibits retaliation against any person who makes a good faith report of harassment or discrimination or who participates in any related investigation. If you believe that you are being subjected to negative treatment because you made a report under this policy or were involved in a related investigation, you should report the conduct immediately to the Executive Director or President of the Board of Directors of the Venice Art Center.

Any person who makes a false or malicious report of harassment, discrimination, or retaliation, or who provides misinformation during an investigation, or otherwise fails or refuses to cooperate during an investigation, will be subject to corrective action, up to and including termination of employment, contract, or membership, and possible criminal prosecution.

Reporting to Law Enforcement or Child or Adult Protective Services Agencies

The Venice Art Center is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or criminal conduct to appropriate law enforcement and child or adult protective services agencies.

It is the Venice Art Center's policy not to attempt to investigate or assess the validity or credibility of an allegation of sexual abuse or criminal conduct as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Employee and Worker Screening and Selection

The Venice Art Center is committed to maintaining a diligent screening program for prospective and existing employees, contractors, volunteers, and others who may interact with persons employed by, associating with, or serviced by the Venice Art Center. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks, and personal and professional reference checks.

Supervision of Minors

To provide a safe environment for minors, the Venice Art Center strives that a minimum of two adults supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, the door should be open. Only conduct closed door meetings when another adult is present and the door is unlocked.

Acknowledgement of Harassment and Discrimination Prevention Policy

I acknowledge that I received and read the Venice Art Center's Harassment and Discrimination Prevention Policy and/or had it explained to me. I fully understand the Policy, and agree to comply with it, including but not limited to, reporting incidents of harassment, discrimination, or retaliation.

Printed Name: _____

Signature: _____

Date: _____