

## **Independent Instructors Policy**

Education Department

Dec 2021

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Classes that take place at the Sherman Gardens are organized by the Education team as part of the Sherman Education Program and taught by a pool of instructors including Sherman Staff and Independent Instructors.

Unauthorized teaching in the garden is not allowed. Anyone wishing to teach a class in the garden should contact the Education Director, Catherine Dickinson [catherine@slgardens.org](mailto:catherine@slgardens.org) to apply to be an Independent Instructor.

### **The Independent Instructor will:**

- Provide a class summary and photograph to be used for class promotion on the Sherman website, social media and e-newsletters.
- Promote the class to their own community via their own communication channels.
- Agree a class fee and Sherman/Instructor split as well as a date, time and number of participants with the Education Director. Class sizes depend on the age of participants and the nature of the event. Workshops have a maximum of 20.
- Provide a completed W9 form, before the class.
- Provide all materials needed for the class.
- Arrive 1 hour before the class to set up and strike the class as needed at the conclusion.

### **Sherman Library & Gardens will:**

- Market the class to the Sherman community using the website, email list and social media.
- Manage the participant registration and payment for the class.
- Manage all communication with participants including reminders and follow up surveys.
- Provide garden location, tables, chairs, signage and microphone for the class. A class list for sign in will be provided on the day.
- Pay the Instructor by check in the mail. This should be received within about two weeks of the end of the class. Instructors are paid a percentage of the class fee, to be agreed with the Education Director.