



Olds College Fiber Week, June 21-28, 2013

Workshop Proposal Form

Please fill out the following form and return it to:

Michelle Boyd
602-600 Signal Road
Fort McMurray AB T9H 3Z4
Ph. (780) 791-3954
spindleprincess@gmail.com

**Deadline for proposals
is August 31, 2012**

Instructor Name:

Address:

City:

Province/State:

Postal Code:

Phone: () -

Fax: () -

Email:

Website:

Instructors Fee Per Day: (Paid in Canadian funds.)

US Instructors' Note:

Payments to Nonresidents of Canada

Olds College must withhold and remit 15% of your instructional earnings in accordance with the Canadian *Income Tax Act*. At tax time, usually in February, you will be mailed an NR4 statement which you can then use when you file your tax information. Your expenses, however, will be reimbursed in full as per the contract agreement.

Canadian Instructors' Note:

Instructors can expect the usual Canadian tax withholdings on their instructional earnings in accordance with the Canadian *Income Tax Act*. Your expenses, however, will be reimbursed in full as per the contract agreement.

Please include a biography for advertising purposes: (Maximum 50 words)

You may also include a CV and any other information that you think is applicable to this workshop.

Estimated Travel Costs (mileage to Olds, AB or airfare to Calgary):

Thank you for your proposal. All instructors chosen for Fibre Week will be sent a contract from Olds College confirming arrangements. Please note that your workshops must be filled to minimum number of registrants by June 1 for the workshop to proceed. If there is not sufficient registration, the workshop may be cancelled. *Minimum capacity is determined by Olds College.*

In order to avoid duplication and ensure that workshops achieve maximum enrollment, we ask that instructors do not offer the workshop(s) proposed elsewhere within the province of Alberta in the same calendar year.

Please fill out a separate proposal form for each workshop you wish to offer.

Workshop Name:

Workshop Length (hours/days):

Workshop description as it will appear in brochure (maximum 50 words):

Maximum # of participants:

Is this a hands-on workshop, demo or lecture?

Prerequisites: (Students should know how to....)

Materials required by student: (Please be very specific, especially for workshops aimed at beginners. IE: spinning wheel, spindle, carders, dye pot and mask, etc.)

Do you provide handouts or classroom supplies? Yes No

If yes what is the materials fee?

If you are charging a material fee, please specify in detail what is included:

If applicable, workshop venue must have (check all that apply):

Running water Sink Electricity - # of Plugs:

Work tables – how many? Chairs Blackboard Iron and Ironing Board

Other – specify: