

**Leadership Retreat Instructor Form 2020**

**Marketable Skills and Learning Session Classes**

Marketable Skill Craft Class \_\_\_\_\_ Learning Session Class \_\_\_\_\_ Thurs. Walk-In \_\_\_\_\_

Instructor Name \_\_\_\_\_ Phone (        ) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Email **REQUIRED:** May use agent's \_\_\_\_\_

Check **ONE:** Agent \_\_\_\_\_ FCE Member \_\_\_\_\_ Non-FCE Member \_\_\_\_\_

Craft Class to be taught: \_\_\_\_\_ Cost: \_\_\_\_\_

Learning Session to be taught: \_\_\_\_\_ FCL Class **Yes or No**

Alternate Teacher **RECOMMENDED:** \_\_\_\_\_

Hours needed to complete craft or session: **Circle One**    *15-minute*    *1hr*    *2hr*    *4hr*

Number of persons per class \_\_\_\_\_ Number of classes I will teach \_\_\_\_\_

Please **CIRCLE** if class is for:    **BEGINNERS**            **ADVANCED**            **EITHER**

Can participants drop in to begin their project at any time during class? **Yes or No**

List all supplies the participant will need to furnish (scissors, needles, pins, etc.) \_\_\_\_\_

Will you have "Take Home Kits" furnishing all supplies? **Yes or No** Cost of Kit? \_\_\_\_\_

Check the day(s) and approximate time(s) you will teach your class(es):

Wed., May 29            9:00-10am \_\_\_\_\_            10:15-11:15am \_\_\_\_\_            3:30-4:30pm \_\_\_\_\_            Night Owl \_\_\_\_\_

Thurs., May 30            8:30-10:10am \_\_\_\_\_            10:15-11:15am \_\_\_\_\_            3:30-4:30pm \_\_\_\_\_            Night Owl \_\_\_\_\_

Please **CIRCLE** any of the following that you need for your craft or learning session:

**Tables - How many?** \_\_\_\_\_            **Chairs**            **Water Faucet**            **Electricity**

Any other requirements: \_\_\_\_\_

**You MUST include a short class description on a separate sheet of paper.**

**Please return this form No later than Friday, February 14<sup>th</sup>, 2020 to:**

***Karen Hughes, 15380 Dodson Branch Hwy, Cookeville TN 38501***

**Send a digital picture of completed craft to: [FCERetreat@gmail.com](mailto:FCERetreat@gmail.com)**

**Contact Karen Hughes if necessary at above email or 317-397-6920 (cell)**