

North Country Center for Yoga and Health, Inc.

"The Yoga Loft will provide a safe and accepting environment that will offer participants an opportunity to choose educational, therapeutic and personal growth programs. The opportunity to make self-directed changes will have the common goal to help all participants develop insights and the tools to create peace of mind, personal clarity, love, self-acceptance and self-empowerment in their lives."



The Mission Statement for the North County Center for Yoga and Health

Letter of Agreement for Instructors

(approved by the Board 12/14/2005; updated 4/10/2008; 5/5/2009; 8/27/2009)

FAQ'S:

Who is an instructor? An instructor is one who holds class sessions or workshops at the Yoga Loft. These classes are taught in accordance with the mission of our organization. Each instructor determines his or her own class fees and requests space at the Yoga Loft within the framework of the four seasonal Yoga Loft periods: Winter (January, February, March); Spring (April, May, June); Summer (July, August); Fall (September, October, November, December).

What is the usage fee for an instructor? The usage fee for an instructor is 30% of his or her income from classes or workshops at the Yoga Loft. This fee is applied to facilities, administrative, and programming costs (which includes a listing in the seasonal Yoga Loft brochure, on the web site, and other advertising).

How are the classes and workshops advertised? Four times a year Yoga Loft prints promotional brochures and distributes them to our mailing list and posts them locally in the area. The seasonal brochures are divided this way: Winter (January – March classes), Spring (April – June classes), Summer (July – August classes), Fall (September – December classes). In addition to the brochures, promotional material for the classes is sent to local newspapers and posted on the Yoga Loft web site: <http://www.yoga-loft.org>. Instructors are responsible for any additional promotion they may want.

When and how are the usage fees paid? The instructor's fee is due two weeks after the end of the last class of each session; the workshop leader's fee is due two weeks after the end of the workshop. Payment should be given or sent to the Administrative Consultant: **Yoga Loft, 107 ½ Main Street Attn: Becca Pickens**. Checks should be made out to: "North Country Center for Yoga and Health, Inc."

What are the space use priorities at the Yoga Loft? Instructors have first priority for space at the Yoga Loft. Generally space is assigned in the following order: 1) established instructors--with preference given to instructors who have larger numbers of students, 2) new instructors, 3) practitioners, 4) guest users.

What is the procedure for becoming an instructor? If you have not already made arrangements to teach a class, contact the **Program Consultant, Alison McGinn by phone 315-386-3040 or by e-mail aemcginn@gmail.com**. The Program Consultant will answer your questions, help you prepare your class description and schedule for publication (we recommend that you include both your phone number and e-mail address in the brochure and other ads), and put you into contact with others in the organization. Before starting to teach at the Yoga Loft, all new instructors must: 1) have their request to teach at the Yoga Loft approved by the Program Committee of the Board, 2) receive an orientation tour of the Yoga Loft facilities, 3) sign and return a copy of this "Letter of Agreement" to the Administrative Consultant: **Yoga Loft, 107 ½ Main Street Attn: Becca Pickens**.

What are the procedures for setting up classes and workshops? To set up your classes or workshops, contact **Program Consultant, Alison McGinn or by e-mail aemcginn@gmail.com**. In order to secure your preferred teaching time and ensure timely promotion of your courses, class scheduling requests must reach the Program Consultant by these due dates: November 15 (for the winter brochure); February 15 (for the spring brochure); May 15 (for the summer brochure); July 15 (for the fall brochure). (Note: if you fail to meet these deadlines you may lose your

preferred teaching time slot and miss having your classes advertised in the print media.) The final class schedule is set by the Program Consultant, Alison McGinn. Instructors are responsible for taking their own registrations, by phone and/or by e-mail. It is recommended that you tell your prospective students that their registration is not complete until you receive their course fee; ask your students to send you a check before the course starts, or, if you wish, pay you no later than on the first day of class. Ask students registering for your course to provide you with their contact information: name, address, phone, e-mail. Note: it is up to the instructor to cancel a course if he or she feels that there are not enough people registered for it.

What additional administrative procedures are the instructors' responsibility? Soon after your first few classes, please contact the **Administrative Consultant, Becca Pickens, by phone 315-347-2040 or by e-mail rebecca@mindseyefarm.com**, with information about the number of participants. Any canceled courses, canceled classes or other changes in scheduling must also be reported to the Administrative Consultant as soon as the change or cancellation decision is made. Please also send the names and addresses of your students in each session of a course to the Administrative Consultant. This information is needed in order that we may update our mailing list so that your students will receive the course and workshop advertising brochures and, occasionally, other information from the Yoga Loft. Please inform your students that the Yoga Loft does NOT share its mailing list with other organizations. Besides accepting your facilities usage fees, your enrollment figures and your students' contact information, the Administrative Consultant, Becca Pickens, is the person to contact if you have any questions, problems, comments, or suggestions.

What about liability insurance? In the event that someone suffers an injury during one of your classes, workshops, etc., you may be liable. Therefore we strongly encourage instructors to consider securing personal liability insurance. If you do not wish to purchase any personal liability insurance, we suggest that you ask your students to sign a waiver as part of your administrative procedures on the first day of class. A copy of an appropriate waiver to use for this purpose is available from the Administrative Consultant, Becca Pickens.

Anything else I need to know? In order to better understand your discipline or course, for promotional purposes and to make appropriate recommendations to prospective students, the program and administrative staff and/or a board member may request permission to join in or observe one of your class meetings. Finally, the Yoga Loft Board reserves the right to change the priorities of use and to restrict or cancel usage privileges when it deems it necessary

The Yoga Loft is a non-profit organization. The fees set forth in this letter do not cover the entire cost of operating the Yoga Loft. We not only need to rely on contributions and fund-raisers to make up the differences between income and expenses, but we must also rely on you, the users of the space at the Yoga Loft, to be good stewards of our facilities in order to help keep our operating costs down.

The Yoga Loft Board

I have read, understood and agree to abide by the procedures and stipulations in this document.

SIGNED

DATED

ADDRESS

PHONE

Please return a signed/dated copy of this entire document to: Yoga Loft, 107 ½ Main Street Attn: Becca Pickens