



Dear Current and Prospective Art Teachers,

The Columbus Arts Council is currently in the process of scheduling classes for the Art Underground Fall Schedule and we would love to hear your ideas! You are receiving this letter because you have either taught at the Arts Council before or have expressed interest in teaching a class. If you know of anyone else who would be interested, please pass this information along to them as well. In becoming a teacher you will have the ability to use our facility as your classroom and offer your talents to the Golden Triangle Community.

The Columbus Arts Council (CAC), with the input of the instructor, will determine the tuition per student per class. Teachers will be paid as follows: 60% of class tuition per child will be paid to teacher. 40% of class tuition per child will be paid to the CAC. In the extreme case of emergency where Artist can no longer fulfill the responsibility of teaching for his/her entire class session, the Columbus Arts Council may choose to prorate payment according to the number of classes actually taught. The Executive Director has full discretion in this matter and her decision is final.

Attached you will find an application/interest form to submit a class proposal to the CAC. If you are interested in becoming one of our Art Underground teachers please fill out the form and submit it and your resume to [columbus.ms.arts@gmail.com](mailto:columbus.ms.arts@gmail.com) or PO Box 869 Columbus, MS 39703 by January 20 for Spring Classes. If you have questions, please call 662-328-2787 or e-mail [columbus.ms.arts@gmail.com](mailto:columbus.ms.arts@gmail.com). Thank you and we look forward to hearing from you!

Sincerely,

Tina Sweeten, Executive Director  
Columbus Arts Council



# Art Underground Course Proposal Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City/ State/ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Title of Course \_\_\_\_\_

**Brief Course Description** (please attach a weekly lesson plan and your resume)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Which of these would you prefer?**

Weeks Class will meet \_\_\_2 \_\_\_3 \_\_\_4 \_\_\_5 \_\_\_6 \_\_\_7 \_\_\_8 \_\_\_9

Days Per week \_\_\_1 \_\_\_2 \_\_\_3 \_\_\_4 Duration (# of hours/day) \_\_\_\_\_

Which Days? \_\_\_Tue \_\_\_Wed \_\_\_Thurs \_\_\_Fri \_\_\_Sat

Which Times? \_\_\_Early Morning \_\_\_Mid Morning \_\_\_Early Afternoon  
\_\_\_Late Afternoon \_\_\_Early Evening \_\_\_Night

**Which of the following age groups would this course matter apply to?**

\_\_\_2-3 year olds \_\_\_Older Elementary (ages 10-12) \_\_\_Adults of all ages  
\_\_\_Preschool (ages 4-5) \_\_\_Young Teens (ages 13-15) \_\_\_Older Adults  
\_\_\_Elementary (ages 6-9) \_\_\_Teens (ages 16-18) \_\_\_Intergenerational

- How much do you think each student should pay to attend your class? \_\_\_\_\_
- What is the maximum # of students you would like in one class at a time? \_\_\_\_\_
- What is the minimum? \_\_\_\_\_
- For every 10 students would you offer a scholarship? \_\_\_\_\_

**Which of the following would you prefer?**

- I would like to buy supplies and submit an invoice for reimbursement
- I would like for Art Underground to order and purchase supplies for this class
- I would like for each student to purchase their own supplies

\*\*Please attach a supply list with your application