



## Sail Away Project Submission and Teacher's Guidelines Rev 2024

1. No more than three (3) projects total may be submitted for 3-hour, 4-hour, or 6-hour classes on or before the deadline specified in the teacher's letter. In addition, one (1) 2-hour project may also be submitted. The majority of students should complete the project within the class time frame unless otherwise indicated on the Project Submission Form. It is expected the teacher will make a good faith estimate of the class time length required.
2. Your projects do not have to be your original design but you must have permission to teach someone else's design and submit a statement granting permission to teach.
3. Projects will be judged on their own merits, without identification of the teachers, by a committee of representatives from Chesapeake Bay Decorative Painters, Inc. Any teacher submitting a project may not serve on the selection committee. A maximum of two (2) regular classes and one (1) 2-hour class will be scheduled for any one teacher. This may be changed by the Sail Away chairperson dependent on the number of projects submitted.
4. Teachers will be paid 100% of the following class fee scale per registered student: 2-hr = \$7.50; 3-hr = \$11.25; 4-hr = \$15.00; 6-hr = \$22.50. The club will provide an IRS 1099 form to teachers if their cumulative income is \$600 or more in the calendar year. In this case, the treasurer will require your social security number before issuing a check.
5. It is expected that the project design, surface, and materials supplied to the students will be the same as the submitted project. Any part of the project that will not be supplied must be indicated on the Project Submission Form. Teachers need to provide their source for each surface and a possible alternative source on the Project Submission Form. Teachers will also be required to notify the Sail Away Chairperson by February 19th that the surface(s) were ordered for each class and to also notify the SA Chairperson once all of the surfaces have been received. If you have trouble getting the surfaces you submitted to teach, you must contact the SA Chairperson immediately so that a solution can be reached.
6. If the teacher is not able to provide the original surface, they must contact the Sail Away chairperson immediately so options can be discussed. In this case, students may have the opportunity to withdraw from the class.
7. The maximum number of students in a class is 20. An exception may be made by the Sail Away chair to increase the number of students in a class if only one class is scheduled or the teacher requests the class number be decreased due to the size of the project. The teacher will set the minimum number on the Project Submission Form. If the enrollment has not met the minimum by the registration deadline the teacher will make the decision to teach or cancel the class. It is expected that the teacher will teach the class if the minimum enrollment is met.
8. The teacher will set the materials fee for the class project according to the following requirements. The club will collect these fees from the students and will reimburse the teacher for the entire amount at Sail Away. These fees are not considered as part of the teaching fee income by the club and not included in the 1099 limit.
  - a. Surface should be base-coated and background completed unless a background technique is being taught.
  - b. Pattern should be traced on the surface unless otherwise indicated on the Project Submission Form.
  - c. All paint and mediums required for the project must be supplied. These may be shared between tables.
  - d. Each student must be provided with the following:

Printed painting instructions	At least one good quality color photograph
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Line drawing

Line drawing on tracing paper or vellum

9. A list of specific supplies and brushes required for students to bring to class must be included on the Project Submission Form. It is not necessary to indicate general painting supplies for the project medium. Please list a source for any specific supplies not readily available.
10. Please avoid putting glass on framed projects if possible to avoid glare when photographing for the registration brochure.
11. The teacher must agree to have the class descriptions and photograph of their project on the Chesapeake Bay Decorative Painters, Inc. website [www.cbdpainters.net](http://www.cbdpainters.net).
12. Failure to comply with these guidelines may be grounds for class cancellation and/or your ability to submit project(s) for future Sail Aways or other Chesapeake Bay Decorative Painters, Inc. classes.