

PALM COAST DECORATIVE PAINTERS SEMINAR AND WORKSHOP POLICY

A seminar sponsored by PCDP involves a teacher other than a member of PCDP and usually involves cost of travel and per diem.

A workshop sponsored by PCDP involves either a member teacher or a guest artist and does not involve travel and per diem costs.

The following policies apply to either seminars or workshops sponsored by PCDP:

PROJECT SELECTION

The Board will choose from among one or more projects proposed by a teacher. Projects will be voted on by the membership from a selection that may be chosen by the Board. Only members in good standing are entitled to vote.

REGISTRATION

All members in good standing may attend seminars and workshops and are required to:

1. Submit a registration form and pay fees at least two weeks prior to the date of the seminar or workshop with teacher permission. Workshops and seminars will be open to other chapters 30 days prior to the scheduled dates.
2. Pick up preparation instructions for seminar and workshop materials at the designated date and time.
3. If a member cannot attend, they are to notify the seminar/workshop chair who will advise whether or not there is a waiting list. If there is a waiting list, the first person on the list will be allowed to substitute for the member who cannot attend and the member will receive a refund.
4. If there is no waiting list, the original member will remain responsible for payment in full.
5. All members are to come to class with the required supplies and surface prepared according to the instructions.
6. Registration for seminars closes one week prior to the scheduled event depending on instruction by teacher.

NONMEMBERS - Nonmembers may attend seminars and are required to:

1. Registration will be open to non PCDP members one month prior to the event.
2. Pay an additional \$5.00 fee
3. Abide by the same policies that apply to members
4. The board can decide to waive the nonmember fee in order to fill the class.
5. A guest of PCDP may attend two workshops a year after paying appropriate fees without being required to join the chapter.

WAITING LIST

1. A waiting list will be established if an event is full.
2. Members must pay the appropriate fees to be placed on the list. This fee will be returned after the event closing date if no space is available.

PAINTING SURFACES

1. The purchase of material costs from the chapter is optional unless the seminar requires a specific surface. In this case the participant will be required to purchase the surface through the chapter.
2. Participants painting on an alternate surface are responsible for enlarging, reducing or altering the pattern to fit their surface if permitted by the teacher.

REFUNDS

1. All fees (except surface costs) are refundable if the seminar is cancelled by either the chapter or the teacher.
2. All fees are refundable to a participant on the waiting list who does not get a place in the class.
3. Fees are nonrefundable if a participant cancels unless there is a waiting list. In this case they will receive a full refund.
4. Fees are nonrefundable if there is no waiting list. The participant will receive the pattern, instructions and applicable surfaces.
5. Fees are refundable if there is no waiting list with 30 days' notice to the First Vice President, hospitalization or in case of death of an immediate family member.

WORKSHOPS

1. Taught by local members or guest teachers.
2. Teacher will be responsible for prep instructions, pattern and photo.
3. Teacher will receive \$12.00 for each participant; effective immediately and retroactively from January 2017.
4. If there are 10 or fewer registered participants for a workshop, the workshop may be canceled by the agreement of the teacher. In the event of such a cancellation, no fee will be paid to the teacher.
5. If the teacher decides to hold the workshop with 10 or fewer participants, the teacher will be paid a flat fee of \$120.00

PALM COAST DECORATIVE PAINTERS STANDING RULES.

1. Any board member missing 3 consecutive unexcused absences from board meetings may be removed from the board.
2. No member may obligate club money or events without the prior approval of the board.

Amended April 1, 2017.