

San Antonio Handweavers Guild

Workshop Policy

Purpose

The purpose of this policy is to assure that the San Antonio Handweavers Guild (SAHG) is able to meet the financial obligations incurred in presenting workshops. The Guild's workshop fees are set by balancing the cost of the workshop with the number of participants allowed to register. Workshops are priced to break even and not incur an expense. When someone withdraws from the workshop, there is a potential financial deficit.

While the goal of workshops is not to generate net revenue, registration income above the workshop cost may enter the general income of the Guild.

Policy

Workshops are first open for registration to current SAHG members. One month prior to the start of the workshop, any remaining spaces will be offered to non-members.

Registrants will not be registered in a workshop until they pay the workshop fee.

Supply fees will be included in the workshop fee. Sometimes, instructors have optional materials that incur additional fees. Those optional fees will be collected in class.

The Workshop Chair or a designee will be present at all live workshops to ensure smooth running of the workshop and use of the venue. If this person also participates in the workshop, their registration fee will be discounted by 25%. Supply fees, however, will not be discounted.

The Workshop Chair may sign instructor contracts for workshops costing up to \$500. Contracts for workshops costing more than that must be reviewed and approved electronically by the Board. Workshop contracts will be posted on the leadership IO.

Cancellations and Refunds

Registrants may cancel their registration and receive a refund of the workshop fee without penalty until the cancellation cut-off date, which is one month prior to the start of the workshop or as specified by the Workshop Chair.

After that date, if the workshop is full, cancellations will be accepted and refunds given if someone from the waitlist is available to take the place of the person withdrawing. If the workshop is not full, withdrawing without penalty must be approved by the Board. Approval will be given only for serious, unavoidable circumstances (illness, family emergencies, etc.). The Board will make its decision and respond within one week. If the Board does not approve the withdrawal, the registrant will forfeit the entire workshop fee.

However, if 1) the workshop is full, 2) the registrant wants to withdraw after the cancellation date, and 3) that withdrawal is not approved by the Board, the registrant may find a replacement for his/her place in the class and receive a refund of workshop fees. If the registrant cannot find a replacement, s/he will forfeit the entire workshop fee. If the registrant must forfeit workshop fees, s/he will be refunded the supply fee.

If a refund is due, all workshop fees are refunded in one of two ways. If the initial payment was made with a credit card, a partial refund is issued to that credit card, the refund consisting of the workshop fee less the credit card processing fee of ~3%. If the initial payment was made with a check, the complete workshop fee will be refunded with a check.

If the workshop is cancelled by either the Guild or the presenter, registrants will receive a full refund for fees paid, and those refunds will be issued in the manner paid by the registrant.

Process

Workshop registration and the payment of fees are to be handled through the Guild website. The workshop will be posted on the website with all pertinent information and a link to pay the fees.

Registrants who wish to withdraw should submit a request in writing to the Workshop Chair. If registrants wish to petition the Board, they will submit their request to the Workshop Chair, who will then present the petition to the Board. Petitions to the Board and their resolutions will be recorded by the Recording Secretary and entered into the permanent Guild records. Once the Board has made its decision, the Workshop Chair will notify the registrant in writing, and the Treasurer will be made aware of any necessary refunds.

Approved policies of the Guild will remain in effect until such time as revoked by the President and Board. Knowing that scheduling and availability can change, each incoming officer shall review the policies in his or her area at the beginning of the Guild year (September to May) and identify any policies that are no longer valid. Policies no longer needed or policies that become outdated should be retired by the Board and a new policy written if needed.

Document History

| ACTION | DATE |
|--------------------------|---------------------|
| Policy Approved by Board | August 10, 2024 |
| Policy Implemented | 24-25 Program Year |
| Annual Policy Review | August of each year |