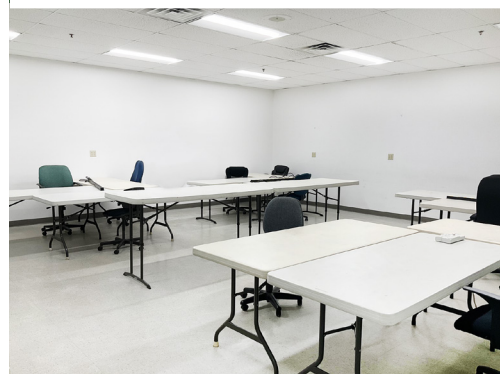


Ben Franklin® Crafts & Frame Shop

TEACHER GUIDE

MONROE • WA



ENRICHING LIVES AND COMMUNITY
THROUGH CREATIVITY

19505 Hwy 2, Monroe, WA 98727
360-794-6745 | www.bfranklincrafts.com
Email: classes@bfranklincrafts.com



Want to become an instructor at our store? We are here to help you get started!

Share your ideas!

Email classes@bfranklincrafts.com and include the following:

- Your name
- Name of your class
- Class description
- Phone number
- Desired days you would like to teach (Mon-Sun)
- Desired times you would like to start your class
- Length of class
- Price per student
- Supplies
- Image of model/sample

We will schedule an appointment with you to meet our class coordinator and supervisor of departments that relate to the category of your class. We will go over supplies and any questions you may have - all classes must support product we already carry in the store. *Under no circumstances should a competing store or Amazon be promoted.*

Meeting with Human Resources

Once we have confirmed the details of your classes, please contact Michelle, our human resources manager, at 360-794-6745 ext. 1106 to go over necessary paperwork. You will need to bring with you:

- Valid ID, Drivers License or Passport
- Original Social Security Card
- Business License (if you have one)
- Bank information for direct deposit.
- Other forms of ID may work - please inquire if needed

Discounts

Students receive 10% off reg. priced items that will go towards the class. Instructors receive 20% off employee discount for the month they teach.

Advertising your class

Your class will be promoted on our website, print-out calendar and our social media platforms, Facebook & Instagram. If you are on those platforms, you are more than welcome to share our posts and promote your class!

If you have a model or sample for your class, we will have them displayed at our Customer Service desk, or within the department that supports your class.

Getting on the calendar

All class requests and models should be turned in by the first of each month. Example: If you wish to teach a class in July, class content must be turned in by June 1st.

This will allow department heads to ensure they are stocked up on product, our marketing team to promote your class, and give students time to plan and shop for their supplies.

For fabric classes, we recommend turning in your requests at least 2 months in advance.

Once content has been collected, we will add your class onto our website. Our printable calendar copies will be released on the 12th of each month. Example: July calendar will be released June 12th.

48 hours prior to your class

Call Customer Service at 360-794-6745. Give them your name & date of your class and ask if you have met your minimum (this will be decided once a price for the class has been confirmed). If you meet the minimum sign-up requirement, you may proceed with your class.

If you do not meet the minimum, the class will need to be cancelled. Connect with our class coordinator to confirm if the class should be rescheduled to a later date. Our class coordinators will reach out any students signed up to notify of the cancellation.

Day of your class

Pick up your class folder from Customer Service. Please leave extra supply lists at the Customer Service desk before you head upstairs to the classrooms.

Add a '✓' next to the students who have attended, and an 'X' next to those who did not attend. Any cancellations will be labeled by the Ben Franklin staff.

Once your class has been complete, it is the instructors responsibility to clean up after the students.

Drop off your class folder at Customer Service.

Payment

We pay bi-weekly and checks will be issued through direct deposit only.