

# Sunshine State Decorative Artists

[www.ssdaflorida.com](http://www.ssdaflorida.com)

## **Teacher Letter**

### 2016 Theme: "Paint Your Wagon"

Hello,

This letter is for anyone wishing to teach at the 2016 SSDA Retreat to be held Thursday, March 31st, 2016 through Sunday April 3rd, 2016 at Dayspring Conference Center, Parrish, FL. If you are not interested but have a friend, chapter member or anyone who might be interested in teaching, please make a copy of this packet to share with them and encourage them to submit.

**Submission of paperwork and photo(s) only of project(s) must be postmarked by August 1, 2015.** Instructions and forms for submitting projects for teaching at the 2016 SSDA Retreat are part of this document. Please fill them out carefully and mail when completed.

A. 1. **If your project is selected for teaching, and you are not staying for the whole retreat, you must pay a \$25.00 fee for each day you teach, \$15.00 annual SSDA dues, plus the cost of any meals you have at Dayspring.**

2. You must be a current member of SDP.

3. You must be a current member of the Sunshine State Decorative Artists (SSDA). (If you're not sure your dues are up to date with SSDA, please contact Lola Morrison, treasurer.

4. **ROOM AND BOARD** payments should be sent to our treasurer, Lola Morrison.

Ms. Lola Morrison (ugotlola@att.net) mobile: 727-643-8008 Home: 321-768-6031  
109 Goldenrod Lane  
Madison, AL 35758

B. Teacher information - PLEASE PRINT if not typing

1. Fill out completely. (We need only **one** copy of this form.)

- The bottom of this form is for coordinator use only. Do not complete.
- Please be sure to **enter your current e-mail address and telephone number**.

Should your e-mail address change, PLEASE be sure to notify me.

C. Project sheet - PLEASE PRINT if not typing

1. Teachers may submit 3 projects. However only 2 can be taught. Should all of your submissions be chosen the 2 with the most votes will be accepted.

- These projects can be your own designs or published designs.
- You can teach another artist's design if you have written permission from the artist for each project. This should be attached to each project at the time of project submission.

**If there is no permission letter from the original artist, the project will be disqualified. We also are asking that once the projects are chosen and you're notified, that the teacher and any surrounding fellow teachers do not teach this project until after retreat 2016. This is just a request, but it *does* affect class sign-ups for retreat.**

2. Each project submitted must have one copy of the project sheet and a copy of your permission letter, if applicable. **NOTE: We are accepting photos only. A clear photo of your project is requested with a close up of the detail if needed. Please complete the information for submitting and glue or tape it to the back of your photo. Please be sure your signature is not visible.**

3. List anything that is not included but may be in the photo, i.e. a frame or mat etc. that is not part of the project that the student might think that they will receive. Preferably the photo should only be of what they **will** receive and be on the surface you will be using at retreat.

D. Completing the project sheet - PLEASE PRINT if you are not typing

1. Skill levels:

a. **Beginner:** taught at a slow pace with some teacher assistance for students with some painting experience who need a little direction.

b. **Intermediate:** taught at a medium pace with moderate teacher assistance for students with good painting experience.

c. **Advanced:** taught at a brisk pace with minimum teacher assistance for students with good knowledge and ability to paint in the project medium without personal direction.

2. Length of time for each class:

a. The average student should be able to complete the project in the time allotted.

3. Teaching fees:

- **4-hour class - \$16.00**
- **6-hour class - \$24.00**
- **8-hour class - \$32.00**

4. Project Fees:

a. **Please round off the fee to nearest dollar.** This is the amount you will charge the student for the things **you** supply. When figuring your fee, keep in mind the following: surface and time that it has taken to prep and apply the pattern, paint and mediums, pattern, instructions, supply list, photograph (one for each student), demonstration board, and any supplies students would have a hard time finding that you may need to supply.

5. Supplies required that the students need to supply. Be sure to list sizes and types of brushes.

6. Minimum and maximum number of students you will be willing to teach. and if you are willing to accept students after the deadline passes.

7. One pattern and surface for each student must be supplied

8. The bottom of this form is for coordinator's use only. Do not complete.

E. **Item Identification Sheet** - PLEASE PRINT if you are not typing

1. Fill out this form completely, cut it out, and glue it to the back of your sample photo.

2. Only **photos of your submitted project(s) will be accepted.** Do not send us your completed pieces. Should your project be chosen, please send the photo from your camera to Pat Otto. This makes the pictures much better for posting on the website. She will need them as soon as possible after you are notified so she can begin working on the booklet and the web site.  
pjottodesigns@gmail.com

Please mail the **TEACHER'S INFORMATION SHEET**, project photos, with Project Sheets attached and info on the back of each photo (**postmarked no later than August 1st, 2015**):

Marilyn Kerr  
2011 Tanglewood Drive  
Sarasota, Fl. 34239

If you have any questions, please feel free to call Marilyn Kerr at 941-504-3457 or email her at lynnpat1@comcast.net. Should you not get an answer, please leave a message with your name and telephone number, including area code, and your call will be returned as soon as possible. The Board will be having a special meeting on Sunday August 16th, 2015 to select the projects for the 2016 Retreat. Once projects are chosen, you will receive a letter or e-mail confirming your project or regrets.

The board members and I look forward to planning an exciting, fun-filled 2016 Retreat with lots of exciting projects! Watch our website [www.ssdafloida.com](http://www.ssdafloida.com) for updated information.

Thank you, for your time and efforts in submitting your project(s).

Sincerely,  
Marilyn Kerr,  
SSDA President & teacher coordinator

## Teacher Information Sheet

**\*Name:**

**\*Address:**

**\*City:**

**\*State:**

**\*Zip:**

**\*Phone:**

**\*Email Address:**

**\*SDP Membership Number:**

**\*Current Member?**

**Chapter Membership Names(s):**

**\* ( ) I am **not** willing to accept additional student sign ups after the deadline**

**(\*Mandatory Information**

### Coordinator use only

**Date Arrived:**

**Project #1:**

**Category:**

**Selection No:**

**Disposition:**

**Project #2:**

**Category:**

**Selection No:**

**Disposition:**

**Project #3:**

**Category:**

**Selection No:**

**Disposition:**

# Project Sheet #1

Teacher's Name:

Designing Artist's Name:

Approval?

Project Name:

Surface Type and Size:

Photo(s) sent: Yes

Medium: Aerosol Used: Yes No

(If you answered yes, may we split your class into two days and do without the aerosol?) Note:

We do not have ovens to dry Genesis Oils.

Skill Level: Beginner Intermediate Advanced

Class Time: 4-hour 6-hour 8-hour

Number of students: Minimum Maximum

Project Fee:

Supplies students should bring:

Coordinator use only

Date: Category: Selection No.: Disposition:

Day Time Lunch/Dinner Time

Class fee Supply fee Total Photo Number

# Project Sheet #2

Teacher's Name:

Designing Artist's Name:

Approval?

Project Name:

Surface Type and Size:

Photo(s) sent: Yes

Medium: Aerosol Used: Yes No

(If you answered yes, may we split your class into two days and do without the aerosol?) Note:

We do not have ovens to dry Genesis Oils.

Skill Level: Beginner Intermediate Advanced

Class Time: 4-hour 6-hour 8-hour

Number of students: Minimum Maximum

Project Fee:

Supplies students should bring:



Project name  
Surface type & size \_\_\_\_\_  
Medium  
Skill level \_\_\_\_\_  
Class time  
Project fee  
**(Coordinator use only)**  
Category:    Number:    Disposition:

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Project #3  
Project name  
Surface type & size \_\_\_\_\_  
Medium  
Skill level \_\_\_\_\_  
Class time  
Project fee  
**(Coordinator use only)**  
Category:    Number:    Disposition:

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