

## Resources for Determining Teaching Fees

*These recommendations are the results of over a full year of discussions held by the informal Teachers Zoom group, facilitated by NBO. This evolving group of over 40 basketry instructors from across the US and beyond met regularly and together have sourced the information and recommendations that follow. The information in this document will be reviewed and updated. NBO is pleased to share their work with interested parties.*

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Teaching basketmaking is a fun and rewarding way to make a living, but it's hard work too. There are so many variables for you as the instructor to consider --what materials and skills you teach, how do you approach your teaching, how many students can you handle in one class, how many hours are needed for a project and on and on. Then there are the many variations of payment systems depending on where you teach.

This document is an attempt to help you understand the different ways you may be offered payment by guilds, craft schools, art centers or other venues, and how to evaluate them to be sure you are getting what you want out of your teaching.

Payment systems can vary from hourly pay plus materials fees collected by the organization sponsoring your class, to venues that will offer you a flat amount for the teaching period depending on the number of students who sign up for your class, to places where you are expected to state a fee that covers all your expenses.

Here are a few more details about how each of those work, and then some thoughts about how to calculate your expenses and make each of these systems work for you.

**Hourly pay-** This may seem the simplest of all. If the group will pay you by the hour and collect your materials fee from the students, you just have to show up and teach, right? But be sure you are covering all your actual expenses- anything not paid by the group will have to be included in your materials fee because that's your only option. Travel, food, lodging, time for materials prep and more need to be considered and divided by the number of students to be added to the materials fee.

**Flat fee per number of students-** This system is used by many craft schools and some art centers. They pay you X for 4-7 students, Y for 8-10 and Z for 11-12 (for example). What if you need to get paid Y in order to make the class pay enough for you to consider? Can you add to the material fee to make up the difference? You will want to discuss this with the venue before you sign a contract.

**You set the class fee-** This is becoming a common system used by basketry guilds. They charge a small fee (or no fee) for students to attend their event. You then set the fee the student pays to take your class. This means you need to calculate all of your expenses and the income desired for the class, and divide by the number of students you are willing to take as a minimum. You also need to be sure the group will allow you to set your minimum and maximum number of students. (See Formula A below.)

Now for some thoughts about how to evaluate teaching contracts and the details needed to consider when calculating your expenses.

**Are all of your costs/expenses getting covered?**

- \* Travel
- \* Food
- \* Lodging
- \* Do you have to pay anything (registration/food/lodging) in advance?
- \* Are you required to pay for membership in a guild or group to propose your classes?
- \* Are there other costs for making the class proposals?
- \* Are you expected to make any donations to the group or event?
- \* Teaching fee - hourly or daily fee pay

Here are some recent (2020) payment rates:

\$20 to \$40/hr.

\$45-\$50/per student per day

\$200- \$400 per day (generally 6 to 8 hours),

5-day classes range from \$800 to \$1450 depending on venue and the number of students

Lodging and travel compensation varies widely from place to place from full lodging while teaching, a travel stipend, or these may not be included at all.

\*\*\* Some of the lower rates above may be appropriate for beginning instructors, or may only be seen as a partial payment for teaching. Where only seen as partial, the instructor is expected to make up the difference in what they require as their material or studio fee.

*(When calculating your hourly or daily rate for teaching, keep in mind that this is a profession; you have a responsibility to the community of teachers to charge a fair amount.)*

\* Prep time for materials/kits, printing of handouts, etc.

\*Materials/handouts – don't forget to consider if you'll have to pay sales tax on this

*(How do you evaluate the costs to determine materials fees?*

*Things to include- cost of the materials, time involved in harvesting and or preparing the materials, the preciousness of the materials)*

\* Material fee questions - Are they paid in advance? What happens about no-show students and you have the materials prepared and waiting for them?

\* Tool usage fees if applicable.

\* Create a "recipe card" for classes you teach regularly, with lists of all the costs of materials and the tools students will need for the class.

**Contracts:**

\* If you are not comfortable with any aspect of a contract, it's a good idea to ask if changes can be made. Don't be afraid to ask for changes!

\* If no contract is provided, it is a good idea to write your own.

**Things to check for in every contract:**

\* What is the group's stated minimum and maximum of students? Can you work with this? (if the minimum for a class to go is 6, can you cover your expenses with this number? If the maximum is higher than you are comfortable with, will they adjust to meet your needs?)

\* Is the pay hourly, flat fee, per student, per range of student counts (i.e. 1-4, 5-7, 8-10). Take time to evaluate how each possibility fits with your needs to teach this class.

\* Time line- when will you know – has your class been chosen to be offered?

- \* When will registration open?
- \* When will you know if your class meets the minimum or is cancelled?
- \* When will you know the final total number of students?
- \* How far in advance of the class time will you be given access to your classroom to get set up? How much time will you have after class for cleanup?
- \* What about possible cancellations, either students cancelling or the event being cancelled?
- \* Both parties should sign the contract (not just you).
- \* Read all contracts carefully! Keep a copy!
- \* How does the group or venue promote classes? Don't be afraid to ask how your class will be promoted, and to offer to provide additional information about yourself or the class if they need it. Will there be social media posts, or email blasts that you can share?

**Changes to teaching due to Covid and Things to Consider**

- \* In person teaching during a pandemic- what procedures is the organization or venue using to insure your safety?
- \* What are you expected to do differently?
- \* What is expected from the students?
- \* Will you share tools with students? Between students?
- \* Does the organization or venue require attendees to have been vaccinated?

**On-line teaching**

- \* Some events are going virtual. How does this impact your costs and what you need to charge to teach?
- \* How will you get materials to students? If shipping them to the students, be sure to add a buffer to allow enough time for them to reach the students.
- \* You should reevaluate the same income and expense tips as listed above, as some of them will undoubtedly change due to the different format for an on-line class.
- \* If you teach on-line, will you allow the students to record any live sessions? (on Zoom you can choose settings that will not allow participants to record if you prefer that they do not). If you do allow your students to record the sessions, be aware that you will no longer control those recordings.

**Several additional expenses to consider -**

- \* Special equipment needed?
- \* Need to ship materials/supplies/handouts ahead of time?
- \* Cost of Internet connection for platform used for on-line class (i.e. Zoom, etc.).

**Formula A** - Formula for determining Class Fee when you are setting the total fee per student. (Numbers below are just chosen for an example of the process).

Teaching Fee total for class + Travel to & from venue + Lodging/food + Xtra fees/expenses = Total Income & Expenses divided by minimum number of students in class = per student fee + material fee per basket = Per student class fee.

i.e. - Teach Fee + Travel+ Lodging/food +Extra expenses =  
 \$320 + \$450 + \$300. + \$50 = \$1120  
 Divided by 6 student minimum =\$186/student  
 +\$45 material fee = \$231 per student fee

## **Additional Thoughts**

**Materials:** You will likely have materials leftover at the end of a class. Here are some suggestions of how to handle that:

- \* Ship them back home (be sure you have included that cost)
- \* Give them away to the students, figuring that they have paid for everything you brought in the materials fee.
- \* Sell them to the students, these are materials in addition to what they have paid for in their materials fee.

**Tools:** when telling students what tools are needed for class, it's a good idea to send them a photo of the tools in case they are unfamiliar with these items.

**Repeat teaching at the same venue and changing costs over time:** If you teach at the same venue regularly, consider each time if your costs have gone up since the previous time and increase your fees accordingly. It may be easier to raise your fees a small amount on a regular basis rather than wait and then need to make a significant increase in your fees all at once.

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Find this document on the National Basketry Organization website under "Resources – Techniques, Materials and More"

<https://nationalbasketry.org/learning-resources/>