



PORTLAND SOCIETY FOR CALLIGRAPHY

Workshop Policy

This workshop policy does not apply to the annual Menucha retreat

Registration

The workshop chair or the chair's delegate shall take registrations, answer questions and take responsibility for the management of the workshop.

Registration will begin on the date specified in the workshop announcement (no earlier postmarks, please), and will continue until the maximum number of participants is reached. Priority is given to members in good standing at the opening of the registration period for the first seven days from that date. A PSC member in good standing is defined as a member who has paid dues at least 30 days prior to the opening date of workshop registration. In the event registrations postmarked on the first date of registration (and received within 7 days of the registration date) exceed the maximum number of participants, a lottery will be held. The workshop chair and at least one member of the executive committee will be present at the lottery. Those who do not initially make the registration list will be placed on the wait list in the order in which their names are drawn. Postmarks dated after the first day of registration shall be placed on the wait list if the workshop is full. Telephone, emailed or hand delivered registrations are not accepted. If you have a question, call or e-mail the workshop chair.

An additional charge is added to the workshop tuition for non-members of PSC. The additional charge provides membership for the balance of the calendar year. The membership chair will send a welcome packet and information about PSC. Please include a membership form (downloadable from the PSC website) with the registration form for the workshop if you are not a member.

The non-refundable payment should be payable to Portland Society for Calligraphy. PSC has some scholarship funds available. The Scholarship Policy and scholarship applications are under the Workshop tab on the workshop page on the PSC website. Pursuant to the scholarship policy, a person desiring a scholarship should submit a registration form as described above and a check for 50% of the workshop cost (plus the

additional charge if a non-member.)

You will be notified within 12 days if you are in the class or on the wait list. If the class is cancelled, or full at the time the workshop commences, your workshop fee will be returned to you in full.

Cancellations

If there are not enough registrants to fill a workshop, the workshop will be canceled.

If you cannot make the workshop, call the workshop chair so that the chair can call people on the wait list who will have first priority to take your place. If no one on the wait list is able to attend, or if there is no wait list, you may find someone to take your place so long as that person has the requisite skill level for the workshop.

Refunds will be given only if the class is canceled by PSC, if your place is filled from the wait list or YOU find someone to take your place.

PSC incurs costs to hire instructors, transportation expenses, rent a facility and pay for certain supplies. PSC is not able to refund your non-refundable payment unless your place is filled.

HOSTING

A member of PSC generally hosts an instructor who is not from the Portland area. Arrangements need to be made by the host to pick up and deliver the instructor to the airport when applicable, and to and from the workshop. The airport parking expense is reimbursable by PSC.

In order to provide for the instructor, a host should have a clean separate bedroom and bathroom for the instructor's use. Instructors often desire privacy after long travel, or a day teaching, and the host should be mindful of the instructors' needs in this regard.

Hosting guarantees a place in the workshop, but does not include the registration fee nor any reduction in the cost of the workshop. The host shall receive \$50 per day for each 24-hour period that the instructor resides with the host. This amount includes providing lunch for the instructor on teaching days, as well as any expenses incurred by the host, including meals or dining out, transportation, sightseeing and any other recreational expenses incurred.

Adopted by the Portland Society Board of Directors
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