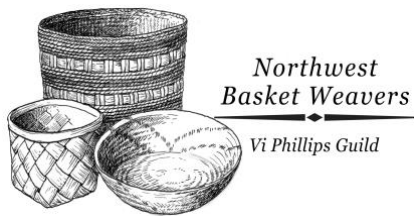


November 7, 2023



Hello, Teachers!

We are planning our next Northwest Basket Weavers Guild's Retreat! It will be MAY 15-19, 2024, at Seabeck Conference Center in Seabeck, WA. <https://www.seabeck.org/>

Attached is the Request for Workshops form. In addition to full-day classes, we love proposals for 2-4 hour classes that teach a small project, a technique, or method of processing materials, that might not ordinarily be taught in a class. Wednesday evenings are our W(h)ine and Weave, where we are looking for 1-2 hour mini-demos or hands-on. Also, we will only accept a limited number of 2-day classes, as we have found we've had trouble filling them, or fitting them into a schedule.

I've attached .DOC Word files, as well as .PDF's for the Request form, and the Teacher Reimbursement information. For the Request form, use whichever works best. You only need to return the first page.

This information will also be available on our website.

Responding by email is best! Photos are required and can be sent separately.

Proposal Deadline is December 7, 2023.

Please feel free to forward this to teachers you think might also be interested.

Also, let me know if you no longer wish to be on this list.

Best wishes to you all,

Louie Shellenberger  
Northwest Basket Weavers

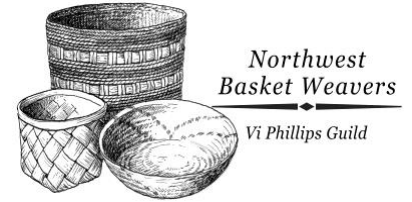
**NORTHWEST BASKET WEAVERS GUILD**

**Spring Weave**

**RETREAT WORKSHOP PROPOSAL FORM**

**May 15- 19, 2024**

**Seabeck Conference Center, Seabeck, WA**



**Complete this section only once**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-Mail \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

1. If you are submitting more than one proposal, what is the minimum number of class hours you are willing to teach in order to attend? \_\_\_\_\_

2. Teaching day preference? \_\_\_\_\_

**Complete this form for each workshop proposed**

NAME \_\_\_\_\_

TITLE OF WORKSHOP \_\_\_\_\_

DESCRIPTION OF WORKSHOP (Note if student may not finish in class.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Length of Session: \_\_\_\_\_ hours for **Class/ Workshop**. Be realistic about the time required.

\_\_\_\_\_ hours for **Half-day Workshop** (1-4 hours)

\_\_\_\_\_ I am proposing a **Mini-Demo** (2 hours Wednesday night)

Maximum number of Students: \_\_\_\_\_

Skill Level: Beginning \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

Dimensions of Basket: \_\_\_\_\_

Materials fee per student, if applicable: \$ \_\_\_\_\_

Materials in basket: \_\_\_\_\_

List of tools required for each student to bring to class: \_\_\_\_\_

Will you need access to: Water? \_\_\_\_\_ Electricity? \_\_\_\_\_

**PROPOSALS with PHOTO ARE DUE BY DECEMBER 07, 2023**

## NWBW Retreat Workshops Offered

Retreat classes will be scheduled for Wednesday afternoon through Sunday morning until about 1:00 p.m. In addition to 6-16-hour workshops, we offer Wednesday afternoon and Sunday morning half-day workshops of up to 4 hours, so we're looking for some workshops that are 1-4 hours. We also offer 2-hour mini-demos Wednesday evening.

## Instructions for Class Proposals

- Emphasize the skill level needed for your class, using the chart below.

BEGINNER	No or Limited skills & techniques. Have not completed any baskets.
INTERMEDIATE	Several skills & techniques. Have completed some baskets, using 1 or 2 materials & techniques.
ADVANCED	Many skills & techniques. Have made wide variety of baskets.

- Be realistic about the time needed for the class. Be sure to include in your description whether a less experienced student may not finish in class.
- Please fill out one **form** for each class. Complete the section in the box only once.
- Include a **photo** of the class project. A sharp, clear photo as close as your camera will take with a **plain** background works best for our illustrations. Digital photos should be a minimum of 900 pixels on the long side. **Your Proposal will not be considered without a photo.**
- Please email proposal form and digital photo of basket item to:  
[retreatworkshops@nwbasketweavers.org](mailto:retreatworkshops@nwbasketweavers.org) (best method)  
Or mail to: NWBW Workshops c/o Louie Shellenberger, P O Box 1306, Freeland, WA 98249
- **Proposal Deadline: December 7, 2023**

## Compensation

Instructors are paid hourly. Those who teach 4 or more hours in a day are eligible for a maximum of 4 nights camp room and board reimbursement.

Eligible instructors will receive:

- \$40 per teaching hour
- Material fees, which the guild will collect on behalf of teachers in advance of the retreat, then distribute at retreat.
- Reimbursement for camp room and board fee is available up to a maximum of 4 nights for each teaching day of 4 or more teaching hours. Reimbursements will be based on the registration cost of room and board, not to exceed the rates for multi-occupancy rooms at Huckleberry or Salal. Selection of premium lodging (Pines) incurs an additional fee to instructors. (See details on the following page.)
- Instructors who teach less than 4 hours in a day are eligible for reimbursement of the camp day-use fee.
- Instructors who stay off campus and teach 4 or more hours in a day are eligible for reimbursement of the camp day-use fee.
- Teachers leading mini-demos are paid for two hours of teaching; these hours do not apply to eligibility for fee reimbursement.

## Teacher Registration for Retreat and Notification of Class Schedule

- Teachers should register for retreat as soon as registration packets go out, especially if interested in taking a class or reserving a particular type of lodging. Single rooms are limited, are assigned on a first-come, first-served basis, and sell out fast. Once workshops are confirmed, we ask any as yet unregistered teachers to register to indicate the nights you will stay at the retreat center. At this time, those already registered should contact the registrar if you wish to make any date or other changes. **DO NOT SEND PAYMENT at this time.** Within a week after that, you will receive a confirmation and invoice.
  - You might wish to register early to enroll in a class you wish to take during a non-teaching day, or to reserve your spot in a class in case your workshop does not “go.”
  - In most cases, teachers will be notified if their classes are a “go” by mid-March, 2024.
  - Teachers will be notified of final class count by approximately May 3, 2024.
- 

### Further Questions?

Email Louie at [retreatworkshops@nwbasketweavers.org](mailto:retreatworkshops@nwbasketweavers.org)

or Elaine at [springretreat@nwbasketweavers.org](mailto:springretreat@nwbasketweavers.org)

## Reimbursement for Teacher Room and Board – Details and Examples

Room and board reimbursement policies have been revised to accommodate the complex fee structure at camp. The goal of this document is to clarify how we make reimbursements of room and board or day use fees to our camp teachers. These examples should answer most questions.

Eligible teachers who stay overnight at camp will receive full or prorated reimbursement for room and board, as follows.

- Those who teach 4 or more hours **the same number of days they stay at camp** will be reimbursed for their full room and board up to the actual costs of a shared room in Huckleberry or Salal lodging, a maximum of 4 nights. (Each room in Huckleberry and Salal has 2 twin beds and its own bathroom.) See <https://www.seabeck.org/lodging> for complete description of lodging choices.

Lodging Rates (Room and Board)				
Lodging	Number of nights stayed			
	1	2	3	4
Historic Inn (multiple occ, no locks on doors)	\$155	\$235	\$305	\$375
Inn Annex (twin singles, shared bath down hall)	\$165	\$265	\$350	\$435
Huckleberry/Salal Rate (multiple occ, priv bath)	\$170	\$265	\$355	\$445
Pines (multiple occ, priv bath)	\$180	\$300	\$395	\$485
Pines singles (Q, private bath)	\$200	\$345	\$450	\$550

Example 1: Teacher eligible for 2 nights reimbursement and registers for 2 nights in Salal. Registration rate charged to teacher is \$265. Reimbursement = \$265.

Example 2: Teacher eligible for 3 nights reimbursement and registers for 3 nights in the Historic Inn. Registration rate charged to teacher is \$305. Reimbursement = \$305.

- Those who teach 4 or more hours for fewer days than they stay at camp** are eligible for reimbursement for a prorated one night of room and board for each day they teach. Note: Reimbursement is rounded up to nearest whole dollar.

Example 3: Teacher eligible for 2 nights reimbursement and registers for 3 nights in Salal. Registration rate charged to teacher is \$355. Reimbursement =  $(2/3) \times \$355 = \$236.67$ ; round up to \$237. Teacher responsible for paying  $\$355 - \$237 = \$118$

Example 4: Teacher eligible for 3 nights reimbursement and registers for 4 nights in the Inn Annex. Registration rate charged to teacher is \$435. Reimbursement =  $(3/4) \times \$435 = \$326.25$ ; round up to \$327. Teacher responsible for paying  $\$435 - \$327 = \$108$

- Teachers who request Pines** (multiple-occupancy or single rooms) will be reimbursed at a prorated rate based on rates for Huckleberry/Salal (multiple-occupancy).

Example 5: Teacher eligible for 2 nights reimbursement and registers for 4 nights in Pines (multiple-occupancy). Registration rate charged to teacher is \$485. *Maximum reimbursement rate is based on prorated rates for Huckleberry/Salal.* Reimbursement =  $(2/4) \times \$445 = \$242.50$ ; round up to \$243. Teacher responsible for paying \$485 - \$243 = \$242.

Example 6: Teacher eligible for 2 nights reimbursement and registers for 4 nights in Pines single room. Registration rate charged to teacher is \$485. Reimbursement =  $(2/4) \times \$445$  (Huckleberry rate) = \$222.50; round up to \$223. Teacher responsible for paying \$550 - \$223 = \$327.

- A teacher who **chooses to stay as a single in a multi-occupancy room** (as when no single rooms are available) will pay the camp-applied surcharge of \$50 per night.
- **NEW THIS YEAR:** An instructor who teaches a combined total of 4 or more hours over two or more days is eligible to receive one prorated night's room and board in lieu of camp day-use fees. If not staying at camp, instructor is eligible for one camp day-use fee.

Example 6: Teacher who stays on campus teaches a 2-hour class on Wednesday afternoon and a 2-hour class on Sunday. The teacher is eligible to receive reimbursement for one prorated night's room and board, but teacher's total reimbursement will not exceed 4 nights room and board.

- A teacher who **teaches less than 4 hours in a day** and is not otherwise eligible for lodging reimbursement is eligible for reimbursement for the camp day-use fee.
- Eligible **team teachers** both receive housing reimbursement if class size is 14 students or more; if class size is 7 - 13, only one teacher receives housing reimbursement for that day.
- **Team teachers who teach less than 4 hours** in a day are both eligible for reimbursement of the camp day-use fee if class size is 14 students or more; if class size is 7-13, only one teacher receives the day-use fee.