

**WSO 100 Club Education Funds  
Workshop Application Packet**

**Included in This Packet**

1. Instructions for Creating a WSO 100 Club Workshop
2. Application for WSO 100 Club Education Funds
3. Workshop Summary Form
4. Workshop Final Expenses

Questions?

Contact: Kathy Rock, WSO 100 Club Education Director

[katrock58@yahoo.com](mailto:katrock58@yahoo.com)

## Instructions for Creating a WSO Workshop

### **STEP ONE: Design your workshop** - *Download Application Packet and Read*

- A. **Coordinator:** Select a WSO member as a Workshop Coordinator who will be responsible for planning and reporting to the WSO 100 Club Education Director.
- B. **Focus:** Determine your group's learning objectives and focus of workshop.
- C. **Length:** Determine the length of workshop, most range from one to five days.
- D. **Dates:** Select tentative dates for workshop (*Coordinate dates with instructor!*)
- E. **Instructor:** Find an instructor who meets your group's learning objectives. There is a list of WSO instructors available. Non WSO member instructors can be used but must be reviewed and approved by the WSO 100 Club Education Director.
- F. **Location:** Find a suitable location. Check with your instructor for space and equipment needed. Local art centers are a good resource.
- G. **Minimum number of participants:** A minimum of eight participants is required.
- H. **Cost per participant:** Determine personal out-of-pocket dollars each participant will need to pay. Those dollars will need to be collected in advance of the workshop. Determine if there will be a refund if someone drops out, and if there will have to be a replacement to meet the minimum number of participants required for WSO funds to be disbursed.
- I. **Budget Finalization:** Finalize your workshop budget before completing and submitting the application for WSO 100 Club Workshop funds.

### **STEP TWO: Complete the Application for Workshop Funds**

- A. **Apply:** Your Workshop Coordinator should complete the application for workshop funds and submit it to the 100 Club Education Director, note the selection criteria and submission date and time.
- B. **Approval:** If your workshop application is approved, an email with official approval will be sent to Workshop Coordinator. A check, payable to the designated Workshop Coordinator, for the approved amount of your workshop grant will be mailed to your Workshop Coordinator from the WSO 100 Club Treasurer. Allow at least three weeks to receive funds. *Keep all receipts for all expenses!*

### **STEP THREE: Have a great Workshop** (if approved – there is competition!)

- A. **Coordinate:** Coordinate the needs of participants and instructor's travel, accommodations, misc. expenses, equipment and location needs.
- B. **Pictures:** Take pictures of your event! We would love to share them!
- C. **Review:** Written workshop review by participants and instructor is essential information for us to know how to improve!

### **STEP FOUR: Workshop follow up**

- A. **Workshop Completion form:** Within two weeks following the event, the Workshop Coordinator will submit the Workshop Completion form to the Education Director. Receipts and a detailed account of expenses is required.
- B. **Excess Funds:** Funds in excess of expenses must be returned to the WSO 100 Club Treasurer for re-deposit into the Education Fund within 30 days of workshop completion.
- C. **Newsletter Article:** Arrange for one participant to write a short article for the next issue of the Watermark Newsletter. Email the article and photos to the WSO 100 Club Education Director.

The purpose and goals of the **WSO 100 Educational Endowment Fund** are to fund educational opportunities to support and further the creative water media arts within the State of Oregon.

**Note: Number of grants given out per year is determined by the WSO 100 Club Board**

## Application for WSO 100 Club Education Funds

Date Requested: Time sent:	Amount of Request: \$
<b>Critique Group Name:</b>	
Two WSO Members in Your Group:	Name:
	Name:
WSO Member Workshop Coordinator	Name:
	Address:
	Phone:
	Email:
<b>Name of Instructor:</b>	
Workshop Focus (learning objective):	
Workshop Dates:	
Facility Name:	
Location of Facility:	
Estimated number of participants: (Minimum 8)	
Estimated Cost per Participant:	
Additional Estimated Costs:	Instructor fees: \$
	Facility costs: \$
	Other costs:

**Note:** Number of grants given out per year is determined by the WSO 100 Club Board

<p><b><i>At least one month in advance of the workshop date:</i></b></p> <p><b>Mail <u>or</u> scan &amp; email your completed <i>Workshop Application Form</i> to:</b></p> <p>Kathy Rock, WSO 100 Club Education Director 12902 Marysville Ln, Oregon City, OR 97045</p> <p><a href="mailto:Katrock58@yahoo.com">Katrock58@yahoo.com</a></p>
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## Workshop Summary Form

Critique Group Name:		Today's Date:
WSO Workshop Coordinator:		Total number of participants:
Workshop Instructor:		
Workshop Dates:		
Facility Name:		
Location of Facility:		
Workshop Focus: (Learning objective)		
List of Participants		WSO Member
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		<input type="checkbox"/> Yes <input type="checkbox"/> No
13.		<input type="checkbox"/> Yes <input type="checkbox"/> No
14.		<input type="checkbox"/> Yes <input type="checkbox"/> No
15.		<input type="checkbox"/> Yes <input type="checkbox"/> No
16.		<input type="checkbox"/> Yes <input type="checkbox"/> No

## WORKSHOP FINAL EXPENSES

<b>Participant fee:</b>		\$	Notes:
<b>Instructor fees:</b>	Workshop fee:	\$	
	Lodging:	\$	
	Meals:	\$	
	Travel:	\$	
<b>Other costs:</b>	Rent:	\$	
	Workshop materials:	\$	
	Misc. costs:	\$	
TOTAL WORKSHOP FINAL EXPENSES:		\$	
TOTAL WORKSHOP INCOME:		\$	
\$ OF WSO EDUCATION FUNDS USED:		\$	
*\$ OF WSO EDUCATION FUNDS RETURNED:		\$	

*\*Any monies collected from the participants in excess of the final expenses, shall be returned to the WSO 100 Club Treasurer for deposit in the Educational Fund.*

Signed: \_\_\_\_\_, Workshop Coordinator      Date: \_\_\_\_\_

**1. Mail your completed Workshop Final Expenses Form along with receipts to:**

Kathy Rock, WSO 100 Club Education Director  
12902 Marysville Ln, Oregon City, OR 97045

**2. If you have funds to return to the WSO 100 Club Educational Fund:**

- A. Send a copy of this form
- B. Send a check (*note: Ed Workshop refund*) payable to WSO 100 Club:

Dianne Lay, WSO 100 Club Treasurer  
PO Box 4061, Sunriver, OR 97707