



Included in This Packet

Instructions for Creating a WSO Workshop

Workshop Funding Request Form

Workshop Summary Form

With Questions

Contact Margaret Godfrey
msgodfreyart@msn.com



Instructions for Creating a WSO Workshop

The purpose of the WSO Educational Endowment fund is to fund educational opportunities to support and further the creative visual arts within the State of Oregon. As such, WSO will grant funds to help cover the costs of workshops. In response to an approved Request Form, WSO will cover up to fifty percent (50%) of the costs not to exceed \$500 for one workshop per year to any organized artist critique group in Oregon whose membership includes at least two WSO members. Workshop participants must total eight or more and the group must have identified a WSO approved instructor for the workshop.

STEP ONE: Answer These Questions About Your Workshop

- Select the WSO member who will be the Workshop Coordinator. This person will be responsible for planning and reporting to the WSO Education Chair.
- Determine the focus of the workshop considering your group's learning objectives.
- Determine the length of your workshop. Most workshops range from one to five days.
- Find an instructor who meets your art learning objectives. There is a list of WSO instructors on the WSO website. Non-WSO member instructors will be approved by the WSO Education Director.
- Find a location. Your instructor may have ideas if they have taught in your area. Local art centers and churches are a good resource.
- Determine the amount to be collected per participant in advance of the workshop. Also determine whether 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.
- Finalize your workshop budget before completing and submitting the Workshop Request Form (page 2).

STEP TWO: Complete the Workshop Request Form (page 3)

- Your Workshop Coordinator will complete the Workshop Request Form and submit it to the Education Director for approval at least 45 days prior to the workshop.
- Approval status will be sent by the Education Director to your email.
- A check for the approved amount of your workshop will be mailed to your Workshop Coordinator from the WSO 100 Club Treasurer. Allow at least three weeks to receive funds.

STEP THREE: Workshop Follow Up (page 4)

- Within two weeks following the event, the Workshop Coordinator will submit the Workshop Summary Form to the Education Director.
- Funds in excess of expenses must be returned to the WSO 100 Club Treasurer for re-deposit into the Education Endowment Fund.
- Arrange for one participant to write a short article for the next issue of the Watermark. Email the article and photos to the Education Director.



Workshop Request Form

Date Requested:	Amount of Request: \$
Name of Critique Group:	
Two WSO Members in Your Group	Name:
	Name:
WSO Member Workshop Coordinator:	Name:
	Address:
	Phone:
	Email:

Name of Instructor:	
Workshop Date(s):	
Location/Facility:	
Estimated Number of Participants (minimum of 8):	
Estimated Cost/Participant:	
Additional Estimated Costs:	Instructor Fees: \$
	Facility Costs: \$
	Other:

Please mail or scan and email your completed Workshop Request Form to Education Chair, Margaret Godfrey at least one month in advance of the workshop date. If the information on the form changes, a new form must be submitted.

Email: msgodfreyart@msn.com

Mailing Address: Margaret Godfrey, WSO Education Director, 52435 McKenzie Hwy., Blue River, OR 97413

Office use only

<input type="checkbox"/> Request Approved by Education Chair	Date notification sent:
<input type="checkbox"/> Request Denied by Education Chair	Date notification sent:
Explanation for Decision:	
Funds Disbursement	Check Number:
	Date Check Mailed:
	Check Payee:
	Mailing Address for Payee:



Workshop Summary Form

(Please submit within 2 weeks of workshop completion)

Critique Group:		No. of Participants:
Date of Workshop:	Participant Fee: \$	Today's Date:
Workshop Coordinator:		
Name of Instructor:		
Name of Location/Facility:		
Address of Location/Facility:		
Workshop Focus (learning objectives):		

Participant Name	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
17.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Final Expenses	Instructor Fees	Workshop Fee:	\$
		Lodging:	\$
		Meals:	\$
		Travel:	\$
	Location/Facility	Rent/Donation:	\$
	Materials	Workshop Materials:	\$
	Other	Misc. Costs:	\$
TOTAL WORKSHOP EXPENSES		\$	\$
TOTAL WORKSHOP INCOME		\$	\$
FOR EDUCATION FUND *		\$	\$

**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 Endowment Fund.*

Signed: _____, Workshop Coordinator

1. Please mail or scan and email your completed Workshop Summary Form to Education Chair, Margaret Godfrey. Email: msgodfreyart@msn.com or Mail: Margaret Godfrey, WSO Education Director, 52435 McKenzie Hwy., Glue River, OR 97413

2. If you have funds to return to the Educational Endowment Fund, please send a copy of this form and a check to the WSO Treasurer, Peg Patterson, 595 Edgewater Road, Gladstone, OR 97027.