Policy and Procedures on Class/Workshop/Event Fees, Reimbursement for Class Supplies, Payments, Refunds, and Funding of Specific Projects or Equipment from Class Income.

The term Class is used interchangeably with Class, Workshop, or Event in this document
The term Instructor is used interchangeably with Presenter or Facilitator in this document.

Please reference 'Organizing and Running a Class at Makersmiths'
https://docs.google.com/document/d/1PmmsUIvRAvYPxJNEqFGEWPubZ978FToQIcQb-5-4jHo/edit

New Class

An Instructor needs to complete the New Class Form for a class to be scheduled by the Scheduling Committee. Only the Scheduling Committee can schedule a class.

Class Title

The class title needs to be short. This issue will continue to be developed by the Scheduling Committee.

Class Fees

The Class Instructor suggests via the class/workshop/event form, a class fee based on the Instructors experience and expected expenses to include merchant processing fees (2.9% + $0.30) and requested payment (if any based on the Scheduling Committee Payment Structure) for approval to the Scheduling Committee. This class fee will be discussed with the Scheduling Committee and may be reviewed by the Board.

The Scheduling Committee will review the class expenses, payment request, and class fee, and approve the class fee before the class is scheduled. The class fee must cover all expenses and result in a true net income to Makersmiths of at least $10.00 unless otherwise approved by the Board.

Currently, the Space, Utilities, and Machine Time (for those machines that have time charges) are being donated to the effort by Makersmiths in order to encourage more Classes, Events, and Workshops. This may not always be the case and is at the discretion of Makersmiths.

Purchasing Class Supplies

The Class Instructor may request reimbursement for class supplies purchased by the Instructor. These expenses may not be reimbursed if the supply costs along with other class expenses exceed the gross income of the class. Unpaid reimbursements may be provided from income from follow on classes.

The Class Instructor may request that Makersmiths purchase class supplies for one or all classes that the Instructor has scheduled. Makersmiths will then purchase class supplies ordered by the Instructor for multiple classes if these classes have been scheduled. If the gross income is insufficient to pay for the class expenses, Makersmiths may require the Instructor to schedule additional classes until the gross income pays the expenses. No honorarium is paid until class expenses are fully paid.

The Instructor may order and Makersmiths will purchase class supplies for up to 3 months in advance of the last scheduled class date.

Request for reimbursement process

The Instructor must send an email requesting reimbursement to the Treasurer at treasurer@makersmiths.org containing the date of the class, number of people in the class, and the name of class. All class supply expense receipts must be attached to the email.

Email information to Treasurer:
Name of class Date of class Number of people in class Total expenses
Receipts attached

A Reimbursement will not be issued until after class has been completed.

Reimbursements will typically be made to the Class Instructor within 30 to 60 days from the date(s) that the class(es) were held to enable all class fees and class refunds to be received and processed. Be aware that accounting trails the current date and information from credit card processors is not immediately available.

Policy on Payments

The Scheduling Committee will determine whether a payment will be allowed and the split (e.g., 10/90, 30/70, 50/50). In no case will the split be more than 50% of the net income of the class to the Class Instructor. The payment must be requested on the New Class form. Instructors can request a payment at any time but if granted it will become effective for classes conducted after the date of the Scheduling Committee's approval. The Scheduling Committee will inform the Treasurer when a payment is approved and the split.

Calculation of Payment process

The Treasurer will calculate a payment based on the net income (gross income minus all expenses) of the class. All expenses/costs of the class will be subtracted from the gross income to determine the net income. Expenses/costs will include merchant processing fees and may include a facility fee, an equipment use fee, consumable fees (gas, ink, paper, glass, metal, etc.), and cost of supplies provided by Makersmiths or the instructor.

Any refunds will be subtracted from the gross income. (Be aware that Credit Card refunds incur processing fees.)

Request for Payment process

The Instructor must send an email requesting the payment and any reimbursement of class supplies purchased by the Instructor to the Treasurer at treasurer@makersmiths.org containing the date of the class, number of people in the class, and the name of class. All class supply expense receipts must be attached to the email.

Email information to Treasurer:
Name of class Date of class Number of people in the class Walk ins or no shows Expenses of class Receipts attached

Payments will typically be calculated and payment made to the Class Instructor after 15 to 60 days from the date(s) that the class(es) were held to enable all class fees and class refunds to be received and processed and reimbursement requests for class supplies expenses by the Class Instructor to be received and processed. Be aware that accounting trails the current date and information from credit card processors is not immediately available.

Payments will not be calculated until all class fees and refunds and reimbursement requests for class supplies have been received and processed.

Payments will not be given if all other expenses are equal to or greater than the gross income. When Makersmiths has purchased the class supplies for two or more classes in a class series, the payment may be calculated and paid in two ways:

1) All the expenses will be paid first, before a payment is made. If the gross income of the first class does not pay all expenses purchased for the class series, then the remaining class expenses are paid from the gross income of the second and subsequent classes until all expenses are paid. Only when all expenses of the class series have been paid will a payment be calculated and paid if there is net income from the class series.
2) The class supply expenses incurred for the first class are considered in determining the net income for the first class and if there is a net income a payment will be calculated and paid. The class supply expenses incurred for the second class are considered in determining the net income for the second class and if there is a net income a payment will be calculated and paid. This procedure is followed for the continuing classes in the series. If there is no net income from the first class no payment is made and the expenses of the first class will be paid by the second class in addition to any expenses of the second class before a payment is made from any net income from the second class.

Policy on Refunds of Class Fees

A registrant may cancel their registration up to 3 days in advance of a class by visiting the website. A refund of the class fee will be given if the member cancels their registration up to 3 days before the class unless the class is ineligible for refunds. The Instructor determines if their class is ineligible for refunds even if cancellation occurs before 3 days in advance of the class. This determination must be made by the Instructor before the class is scheduled and the notice of no refund posted in the class description when the class is scheduled.

As Members are unable to cancel their registrations within 3 days of the class, they will need to notify the Instructor and the Scheduling Committee with the reason for their request to cancel their registration. The Scheduling Committee then cancels the registration. A class refund will only be allowed with the approval of the Instructor.

Refund may be processed if the Instructor cancels class

If an Instructor cancels a class, the Instructor will inform the Scheduling Committee. The Scheduling Committee will cancel the class, cancel registrant enrollment, and notify the Treasurer that refunds need to be processed.

Processing of Refunds

The Treasurer will process a refund if a member cancels a registration in Wild Apricot before 3 days from the scheduled class date. Wild Apricot will show a "negative balance due" (e.g. $-40.00) for that member. The Treasurer will, within 30 days, issue a refund through Stripe and record this refund in Wild Apricot. The member and the Scheduling Committee do not need to notify the Treasurer of this cancellation.

The Member and the Instructor cannot cancel the registration within 3 days of the class; they will need to request the Scheduling Committee to cancel the registration. The Instructor will determine whether or not a refund is to be issued for a cancellation made within 3 days of the scheduled class date. The Instructor needs to notify the Treasurer by email if a refund is to be issued or if no refund is to be given.

Email information to Treasurer:

Name of class
Date of class
Name of registrant
Refund or No Refund

Transfer of payment not allowed

A transfer of a payment to a different type of class, or holding of class credits within Wild Apricot, is not allowed. Instead, member's registration is cancelled, a refund will be issued, and the member must register for the desired class.

Walk Ins

The Instructor when confronted with a member or non-member who has not registered for the class but just shows up before the class wanting to take the class has several options listed in order of best option first.

Option 1. Sorry, register for next class when scheduled.

Option 2. Have member log into Wild Apricot and register and pay.

Option 3. If the Member doesn't remember their password or can't log into Wild Apricot? The member may pay cash by placing an envelope with name of member, date and name of class in the donation box.

Instructor must email the Treasurer of the walk-in and cash payment, name of class and date.

Information on Cash Envelope and in Email to Treasurer:

Name of class
Date of class
Name of walk-in
Cash payment

Email information to Scheduling Committee:

Name of class
Date of class
Name of walk-in

If paying cash the registrant will not be recorded in Wild Apricot as having taken the class. This is very important for a Red Tool class. The Instructor will need to email Scheduling Committee of the name of the person, name of Red Tool class, and date.

Option 4. No cash? Then Instructor enters in Square the class fee, name of class and name of member. Member then pays by credit card. Instructor emails the Treasurer of the Square payment for a walk-in with name of person, name of class, and date.

Instructor enters in Square:

Class fee
Name of class
Name of walk-in

Email information to Treasurer and Scheduling Committee:

Name of class
Date of class
Name of walk-in

If paying by Square the registrant will not be recorded in Wild Apricot as having taken the class. This is very important for a Red Tool class. The Instructor will need to email Scheduling Committee of the name of the person, name of Red Tool class, and date.

No shows and make-up classes

If members do not show up for the class then the Instructor has two options listed in priority with first option best.

Option 1. The Instructor informs the Scheduling Committee and Treasurer of a "no show" and provides the name of the person, name of class, date of class and whether the Treasurer should issue a refund or not. The member will have to register for the class when it is again scheduled.

Email information to Treasurer and Scheduling Committee:

Name of class
Date of class
Name of no-show
Refund or No Refund
Make-up Class
Date of make-up class

Option 2. The Instructor contacts the 'no show' and offers a make-up class. The Instructor informs the Scheduling Committee and Treasurer of a "no show" and provides the name of person, name of class, date of class and that a make-up class will be conducted for the 'no-show'. The Instructor notifies the Scheduling Committee of the date of the make-up class for No shows. The Scheduling Committee can then place the event on the calendar (it cannot be entered into Wild Apricot) to prevent conflicts with other scheduled classes/events. Since the member has already paid, do not cancel the registration.

Policy on Funding Projects or Equipment from Class Income

Class income is a revenue stream for Makersmiths and as such it like the membership dues is used to pay for the operating expenses of Makersmiths. Class income will not be earmarked or reserved to fund specific shop or equipment expenses.

Any class developed by an instructor that requires tools or equipment that Makersmiths does not have must be supplied by the Instructor (at the Instructor's expense) or receive Board approval for the purchase of the tools/equipment.

The Board may accept proposed projects or motions where a member offers to pay for (fund, fully or partially) the project or equipment with reimbursement to the member made from future class or fee income from the project/equipment.