**STAR3 ~ Friends, Fellowship, and Fun!**

Thank you for agreeing to teach at this year’s STAR3. We could not do this without you and your willingness to share your talents with all of us.

Just a few reminders:

* You will be teaching two sessions with a maximum of twenty in each session. We will be offering two pull out classes and one extended class that may lower your numbers. We would still like you to prepare for a total of 40 participants. If the number **increases**, we will notify you.
* Pull- out classes will be capped at 15 participants. They will be taught during one session only.
* Most of you will be in a large room with another session taking place at the same time. If you have a soft voice, please let us know and we will work to find you a different spot. Keep in mind, this request may or may not be able to be accommodated.
* Pull-out classes will be in a separate smaller room.
* This year we are not requiring receipts. You may provide a list of items used or a combination of a list and receipts. Please bring this with you to the event. We will have a reimbursement form for you to complete that day.
* We will reimburse you based on the information on the reimbursement form. For large class, those teaching 40, the **maximum** amount we can reimburse is $100. Mini-crafts and pull-out classes, the maximum is $40. If you spend less than this, you will be reimbursed for the amount spent.
* If you have any special requirements, please let us know ASAP. This might include things like electricity, water, etc. Email these to [BLSDerrick@aol.com](mailto:BLSDerrick@aol.com)

Once you time and room has been assigned, we will send this to you. Please be patient as this cannot be done until registration is closed.

Please know that we are extremely appreciative of your willingness to teach. We are also very cautious when it comes to money. We do not want to increase the registration fee. We are hoping the changes we are making will ensure that we can keep the cost down and still have a wonderful event.

If you have any questions, please feel free to reach out to me. You may email ([BLSDerrick@aol.com](mailto:BLSDerrick@aol.com)) or call (409-789-1602) any time.

Thank you again! We can’t wait to see your project this year!

Sincerely,

*Barbara Derrick*

*Revised 2/13/23*