

UAF Community Yoga Club Workshop Policy

Although the Yoga Club does not invite outside teachers to put on workshops, members may wish to organize workshops under the auspices of Yoga Club. This policy is meant to outline the responsibilities and roles of the organizer and Yoga Club.

Organizer Responsibilities:

1. Contact the teacher you wish to invite and determine costs (including travel and hotel expenses). Often a teacher charges a base fee, and then splits anything earned over that with the Yoga Club at 70/30.
2. Decide if you think that enough people will attend the workshop to pay for it.
3. If you decide to proceed, you will be responsible for setting up a schedule, making travel and hotel arrangements, advertising, signing participants up and taking their money, and keeping an accurate account of income and expenses.
4. Schedule a Yoga Club class with the visiting instructor during the regular Yoga Club meeting time for the regular cost of \$5 per student.
5. Allow early registration for the workshop to Yoga Club members before opening registration to the public.

Yoga Club Responsibilities:

1. Schedule workshop space at University Park gymnasium or other UAF venues. The U Park gym must be scheduled in advance by the first of August for Fall semester, and by the first of December for Spring semester.
2. Provide a sponsorship grant, either through a direct grant or by offering scholarships. If the teacher is so expensive that it is unlikely the workshop tuition alone won't cover all expenses, then it might be wise to find a more affordable teacher. Yoga Club cannot cover losses.
3. Help with advertising.
4. Deposit any proceeds with UAF Student Activities Office.

Workshop Policy Addendum for Partners in Sponsorship

Additionally, Yoga Club members may wish to organize workshops under the auspices of Yoga Club in partnership with local businesses or nonprofit entities. This addendum is meant to outline the responsibilities and roles of the organizer, the partner/s, and Yoga Club.

Organizer Responsibilities:

1. Contact the teacher you wish to invite and determine costs (including travel and hotel expenses). Often a teacher charges a base fee, and then splits anything earned over that with the sponsor at 70/30.
2. After deciding if you think that enough people will attend the workshop to pay for it, decide how sponsorship responsibilities will be split between partners.
3. You will be responsible for a) creating and submitting a proposed TOTAL BUDGET for the workshop including air-travel, housing, meals, expenses, workshop space rental,

publicity/advertising, and the yoga instructor's fee; b) defining the percentage responsibilities of each sponsorship partner; c) setting up a schedule; d) making travel and hotel arrangements; e) advertising ; f) signing participants up and taking their money; and g) keeping an accurate account of income and expenses.

4. Once you have a total budget in place, divide your total cost into percentages of what each entity is willing to support. This will require clear communication with Yoga Club and any other sponsoring partners.
5. Schedule a Yoga Club class with the visiting instructor during the regular Yoga Club meeting time for the regular cost of \$5 per student.
6. Create a Sponsorship Agreement between partners that any profit over the costs of total budget be split back out to the supporting partners based on their percentage of investment. For example: Let's say it all costs \$1000 total, and yoga club sponsors \$100 towards the workshop or 10%. Any money over \$1000 received would then be profit split between the partners and yoga club would receive 10% of the profit. The Sponsorship Agreement would acknowledge that the club is only responsible for a flat percentage amount of investment/return.
7. UAF Yoga Club is able to offer a sponsorship grant.

Yoga Club and Partner Responsibilities:

1. Schedule workshop space at University Park gym or another location according to the Sponsorship Agreement.
2. Provide monetary support either through a direct grant or by offering scholarships according to the Sponsorship Agreement. If the teacher is so expensive that it is unlikely that workshop tuition alone won't cover all expenses, then it might be wise to find a more affordable teacher. Yoga Club cannot cover losses.
3. Help with advertising according to the Sponsorship Agreement.
4. Deposit proceeds with UAF Student Activities Office.
5. As a non-profit, Yoga Club readily supports other non-profit ventures, therefore non-profit partners can receive sponsorship for free by way of grants to fund workshops. When Yoga Club creates private/public partnerships with for-profit local businesses, Yoga Club must also benefit from the revenue development of sponsorship as determined by a profit-sharing Sponsorship Agreement.
6. As a UAF establishment, Yoga Club cannot pay for airline tickets directly without also having to go through extensive travel authorizations and other protocols. Sponsorship is therefore only available in a grant made payable to the vendor.