

Class Guidelines

Registration

- **Early Registration** for the upcoming year is held for guild members beginning at the May Salad Supper through the end of the day the following Thursday. Confirmation of class enrollment is sent by the end of May.
- **After Early Registration**, classes are filled in the order registrations are received. Registrations received for classes filled are placed on a waiting list in the order received.
- **Registration for non-guild members** begins the Thursday after the September guild meeting. Registration for both members and non-members are accepted in the order they are received.

Payment and Enrollment

- The cost of class varies. Refer to the class registration form for the amount. Non-members add \$10 to the cost listed for each class.
- Payment is required at the time of enrollment. No payment is required to be on the waiting list.
- Forms are available in the Guild's newsletter, at the Class link, or at the Guild meetings.
- Payment may be made by cash or check payable to HAAQG. Postdated checks (dated two months prior to the date of the class) are accepted.
- A separate check **MUST** be made for each class registration.

Supply List

- Every attempt will be made to have the supply list available at least 30 days prior to the class on the HAAQG website at <https://www.haaqg.com/programs-105255-391042.html>

Day of Class

- Full day classes begin at 9:00 a.m. and end at 4:00 p.m.
- Unless otherwise stated, classes are held at the Mennonite Church of Normal, 805 S Cottage, Normal, IL.
- Doors open at 8:30 a.m.
- Please set up for class and have your lunch ordered before 9 a.m. in order to avoid disrupting the class.
- There is an hour lunch break. Class participants may bring a sack lunch or participate in the lunch provided. Be aware that the meals offered may not meet special dietary needs. Details will be provided that morning.
- Bring your own drinks for the day. Water will be provided.
- Bring small bills for payment if placing an order.

Class Cancellations:

- The class fee is refundable if cancellation is received 60 days prior to the class.
- If cancellation is received less than 60 days prior to class, the member remains responsible for the class fee, unless we have a waiting list or a replacement is found to fill the spot. Emergency cases will be addressed as needed.
- Members are responsible for notifying Pam Riss at phriss1951@gmail.com if they will not be attending a class.