

ABS Class Policy

We are excited you have decided to take a beading class hosted by the Alaska Bead Society, as part of its Guest Artist Program. Please read this policy prior to registering for class.

ABS Volunteers

ABS and its Guest Artist Program is run by volunteers. ABS is a non-profit organization, and individuals generously volunteer their time to coordinate its activities.

ABS Communications

ABS will communicate with students by email from akbeadsociety@gci.net. Students should ensure emails and newsletters (via MailChimp) are not marked as spam or promotions in their email account.

The designated Class Contact Person may use a different email address.

Class Registration

Classes are filled on a first-come, first serve basis and have a limited number of spaces. ABS offers a discount to current ABS members. Each attendee to a class must be registered; no guests or people sitting in are permitted, including online classes.

The fastest way to register is online by paying for a class by credit card. Purchase of the class is your "registration."

The ABS PO box is checked once per week. ABS will accept a check for your registration, however, registration is not complete until ABS receives it. A "hold" for a spot will not be permitted.

Once a class is purchased, ABS will send a confirmation email. The class fee covers registration and does not include any materials unless indicated in the class description.

Non-Attendance

Please notify ABS as soon as possible if you are not able to attend a class so that the spot may be offered to those on the Waitlist.

Age Policy

Students must be at least 18 unless otherwise indicated in the class description. Students under 18, please contact ABS to discuss whether an exception can be made.

Class Prerequisites

Students are responsible that they meet any prerequisites/skill levels listed in the class description.

Waitlist

If classes are filled, you can be added to a first come, first serve waitlist by sending an email to akbeadsociety@gci.net. Being on the waitlist does not guarantee a spot in class.

In Person Class Conduct

- Students must be respectful of others and the facility
- Obey all speed limits, traffic and parking signs
- Park in designated areas only

- Students must clean up after themselves
- No playing of audio or music during class
- No smoking or vaping
- No alcohol

Online Class Rules

- All Students must have an operating web cam to attend an online class
- All attendees must be registered; no guests or people sitting in to watch are permitted
- Students must be respectful of others
- Recording of the class is not permitted
- Students must mute their microphone if there is background noise

Cell Phones

Phone calls/rings/chimes are disruptive to the Guest Artist and students. Please silence cell phones (don't forget those alarms, alerts and notifications), and step into the hall to take or make calls. If online, Students must mute their microphone.

Fragrances

Strong fragrances in hair and skin products should be avoided to make the classroom a comfortable atmosphere for everyone.

Visitors

Only registered students may attend the class. Please no children, pets (see policy below), visitors, out-of-town guests, or family members. However, non-registrants are invited to attend trunk shows.

Food

ABS will provide light refreshments for all classes and may coordinate a food order for full day classes. Students may bring snacks and drinks. There are no microwaves or refrigerators.

Students with Disabilities or Service Animals

The classroom facility is handicap accessible and has an elevator.

Service animals who are a certified service animal may be permitted, and any requests for a certified service animal must be made prior to class so that ABS may work on details with the classroom facility.

Should you require additional accommodations, please notify ABS at least 36 hours before class.

Refunds

Class fees are non-refundable. This is due in part to the requirements and costs to facilitate in person classes or to ensure the Guest Artist is compensated for her/his time. However, you may transfer registration to another individual who is 18 or older and meets class prerequisites. If you transfer your registration, notify ABS within 24 hours of class so we can update the roster.

Sometimes an event may happen requiring ABS to cancel the class. If ABS cancels a class, a full refund in the original form of payment will be issued as soon as possible, and not later than 7 days. If a student paid with a credit card, a credit will be issued; if paid with a check, a check will be mailed.

Photographs

Students must adhere to any Guest Artist photography policy.

By registering, Students and/or their work may be photographed during class, which may be shared on the ABS website, newsletter, or other social media (in consideration of the Guest Artist photography policy).

If you have questions or concerns about this policy, please send an email to akbeadsociety@gci.net, and a volunteer will reply to you as soon as they are able.