



2017 MINI CLASSES

WILL BE HELD ON FRIDAY AND SATURDAY,
FEBRUARY 17 AND 18, 2017 • 7:30 TO 9:30 PM

KELLOGG WEST CONFERENCE CENTER
CAL POLY POMONA • 3801 WEST TEMPLE, POMONA, CA 91768

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE SENDING YOUR FORM.

REGISTRATION IS NOW OPEN ~ YOU MAY SEND YOUR CHECK AT ANY TIME.

Classes are open to SfC members, non-members, Letters participants as well as non-participants.

1. FILL OUT THE REGISTRATION FORM(S) FOR THE FRIDAY AND/OR SATURDAY CLASS OF YOUR CHOICE.

- **PLEASE LIST YOUR DESIRED CLASSES IN THE ORDER OF CHOICE PREFERENCE.**
- **REGISTRATIONS SHOULD INCLUDE A SECOND AND THIRD CHOICE IN CASE YOUR FIRST CHOICE IS FULL.**
If you would rather be put on a wait list instead of being signed into a second or third choice, please state that clearly. This will speed the registration process. Please note there is a maximum of only 2 per wait list.

Example:

1st choice: Friday class 2) LILY

2nd choice: Friday class 2) LILY wait list

3rd choice: Friday class 3) MINA

- **“TEACHER’S PET”**

If you would like to volunteer to help the teacher set up, collect supply fees, etc. please check the box on the registration form.

2. CLASSES ARE \$25 EACH. PLEASE INCLUDE A SEPARATE \$25 CHECK FOR YOUR FRIDAY CLASS AND YOUR SATURDAY CLASS (PAYABLE TO SfC) WITH YOUR REGISTRATION FORMS.

Each person must enclose a separate check for each class they are registering for. This eliminates the need for processing refunds if you do not get a class. *(If you send a check for more than \$25, you will be asked to resend separate checks, which delays your registration.)*

- **YOU MAY SEND CHECKS AND FORMS FOR MULTIPLE CLASSES IN THE SAME ENVELOPE.**

You may send registrations for more than one person as long as there are separate checks and forms for each person and class enclosed. These are then separated for the lottery. *(Your forms will be logged as they are received, before the lottery is held.)*

3. SIGN-UPS FOR MINI CLASSES ARE ACCEPTED BY U.S. MAIL ONLY.

MAIL YOUR REGISTRATION FORM AND CHECK(S) PAYABLE TO SfC TO:

Karin Gable • 6440 Geyser Avenue, Reseda, CA 91335-6010

- **ALL REGISTRATIONS RECEIVED BY JANUARY 9, 2017 will be selected at random and signed into classes.**

- **REGISTRATION CONTINUES UNTIL ALL CLASSES ARE FULL. Classes fill quickly, so don't delay.**

If you register after January 31st, contact Karin Gable to see if there are still spaces available. Registrations are taken right up until the day of class, if there are openings. Announcements are made at Letters at lunch break.

- **STRICT LIMIT OF 10 STUDENTS PER MINI CLASS.**

*****PLEASE DO NOT ASK THE TEACHER TO ADD YOU IF THE CLASS IS FULL.*****

All registrations are taken by Karin Gable, **not** the teacher. The wait list is strictly enforced so please play nice.

4. YOU WILL BE NOTIFIED ASAP by email - no later than January 30, 2017.

Please be patient as the process takes some time to process the 80 mini class participants.

To prevent multiple notifications, I like to send out a full class list if possible.

- **CANCELLATIONS**

- **IF YOU MUST CANCEL, PLEASE DO SO AS SOON AS POSSIBLE SO YOUR SPOT CAN BE FILLED FROM THE WAIT LIST.**
- **REFUNDS ONLY IF YOUR SPOT CAN BE FILLED PER SfC POLICY.**

- **PLEASE NOTE:** Checks will be held and deposited after Letters, in case of last minute substitutions. Unused checks will be shredded.

QUESTIONS ARE WELCOME: contact Karin at colourmepurple@sbcglobal.net
or 818-343-2402 between 9am and 9pm.