



GUEST TEACHER REQUIREMENTS & PROCEDURE

Thank you for your interest in sharing your wisdom with our members! If you would like to offer a class or workshop at Happiness U, we have some minimum requirements to be considered. To apply, please show evidence via email directed to Erin Ushijima, erin@yourhappinessu.com of the following:

1. That you have been established in your field or said business for at least three years.
2. Three flyers or info sheets of classes/workshops offered in the past of similar topic you would like to share at Happiness U along with attendance stats and price details.
3. Your professionally designed website address.
4. Your active Facebook page, blog, and social media following stats.

CONSIDERATION OF YOUR CLASS: Your topic must be in line with Happiness U's vision, mission, core values and concept. See www.YourHappinessU.com (click on "Our School" and scroll to the bottom.) Your submission will be reviewed by our Guest Teacher Committee.

After review, if you are accepted, you will receive a contract, and we will determine together the best class time for you. We would appreciate your consideration of providing a one hour talk at no fee for attendees prior to your class for promotional purposes.

The contract basically states that you agree to submit the following at least 30 days prior to the class time so we can properly promote your appearance and set up registration.

- An approximately 200 word, grammatically correct bio of who you are today written in 3rd person point of view.
- A Professional headshot
- An approximately 200 word class description (with grammatically correct, engaging text)
- Your desired website links
- Your proposed *non-member fee per person for your class
- Any other details you would like us to know

*Our members receive a reduced fee to attend all classes (approximately 20%). All others pay a fee not to be less than \$30 per attendee. (The revenue split between you and Happiness U is 50/50) If we mutually decide that you offer your class at no charge to Happiness U members, non-members that attend will still have to pay the standard \$25 per class.

What Happiness U will do for you:

- We will promote your class to our members through our newsletters, as well as on the home page of our site, FB page and class notifications.
- We will host the attendees with tea and provide water.
- We will set up the room according to your needs (PowerPoint, tables and chairs, chairs only theatre style, etc.)
- We will have a Happiness U representative there to greet attendees, register walk-ins and make sure you have everything you need.
- Doors will open 30 minutes prior to class. (Everyone must be out within 30 minutes after your class, unless they are staying for the next class.)

Thank you for your interest in being a part of the Happiness U Guest Teacher Team!