



Classes and Workshop offered at Harmony Fellowship

1. All classes and/or workshops held at HF must be led by and/or sponsored by a registered HF member.
2. A written proposal must be submitted to the HF Board containing the following:
 - a. Name of the class or workshop leader
 - b. Objective of the program stating how the content is consistent with the vision, mission and principles of HF.
 - c. Brief outline of the program content and proposed activities.
 - d. Indicate if the program is for a finite number of meetings or intended to be perpetual.
3. The Board will review all requests at the monthly Board meeting on the second Monday of each month. If a faster answer is necessary make it known when turned into any Board member and everything possible will be done to get a decision in the time needed by the requester.
4. After the approval the class leader may make a one minute announcement at the Sunday service, may put up information on the HF bulletin board, and may have information put in the HF newsletter.
5. The presenter may set a registration fee or operate on a Love Offering basis at the presenter's discretion. The presenter may retain as much as **70%** of the proceeds and must contribute a minimum of **30%** to HF to cover facility expenses, etc. It must be stated in all announcements that "no HF member will be turned away if they cannot afford the fee and want to attend".
6. The program leader will be responsible for picking up a key from a Board member, opening the building, securing the building when leaving and returning the key to the Board member from whom it was obtained if a Board member or other authorized key-holder is not participating in the class.
7. If there is a timing conflict between a Class or Workshop and a special Harmony Fellowship event, i.e. musical program, seminar, or workshop, the Board may request that the Class or Workshop Leader reschedule their class to accommodate Harmony Fellowship's event.



Class/Workshop Request Form

All programs offered at the Harmony Fellowship of Fort Worth Inc. must be for the direct benefit of Fellowship members and must be in alignment with the stated Vision, Mission, and Principles.

Date: _____ Name of Harmony Member sponsor: _____

Name of program leader: _____

Phone number: _____ Email address: _____

Class name: _____

Is the class intended to have a limited number of sessions or on-going?

Proposed starting date and time: _____

Brief explanation of the program objective and content: _____

Completed forms can be emailed to harmonyfellowshipoffortworth@gmail.com or given to any Board member. Requests are reviewed on the second Tuesday of each month. If a quicker answer is needed, please indicate that when this form is submitted.



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Attention Presenters:

Handling the collected Funds

1. At the conclusion of each program session place the 30% split of the collection for Harmony Fellowship in an envelope and put the name of the program and the date on the outside of the envelope.
2. Turning funds in:
 - a. If a Harmony Fellowship Board member has attended the program give them the envelope to turn in to the Treasurer the following Sunday.
 - b. If no Board member is in attendance place the envelope in the drawer of the table in the foyer. It will be retrieved the next Sunday.
3. If checks are made out to Harmony Fellowship and the presenter cannot take a full 70% of the collection then also write the presenter's name and address on the envelope and how much is due to make up the 70%. A check for the remaining amount will be mailed the following Monday.
4. Anyone needing more information or assistance on this use the contact information below at any time:

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Treasurer
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