Greater Lansing Potters Guild

 PO Box 965

 East Lansing MI 48823

DATE

NAME

ADDRESS

Dear NAME,

Congratulations, the Greater Lansing Potters’ Guild is pleased to invite you to be a Visiting Potter for the term March 1, 2015 to March 31, 2016. Feedback from the Guild members was overwhelmingly positive. It was felt that you have made significant progress in your pottery skills over the past year. We hope that a second term as Visiting Potter will allow you to continue to improve your skills and it was felt that this would be facilitated by the assignment of NAME as a liaison for you.

I would like to meet you at the Guild on Saturday, February 28, 2015 at 11:00 am to give you a Guild key and a shelf assignment. If this is not convenient, please call me at 000000 to make another arrangement.

The fee for the second term Visiting Potter is $414 plus the $50 key deposit. The Key deposit must be paid when you receive your key and will be returned when you turn in your key at the end of the term. The Visiting Potter fee of $414 may be paid in full when we meet or in two equal installments of $207 when we meet and the other half on August 1st. Please bring a check made payable to the Greater Lansing Potters’ Guild on Saturday.

I hope the coming year will be an exciting and creative learning experience for you. Please feel free to contact me if you have questions or concerns.

Sincerely,

NAME

Chair, Membership Committee

**IMPORTANT: The Visiting Potter program is designed to provide advanced potters an opportunity for independent study and skill development. There should be no assumption that it will lead to additional terms, or a more permanent association with the Guild.**