Sample Template – Adjust as Needed

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League**

**Program Instructor Agreement**

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Name of Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (Day) \_\_\_\_\_\_\_\_\_ Evening: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Details:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times: (Days of the week) from \_\_\_\_ p.m. to \_\_\_\_ p.m.

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (10 weeks)

Target Participates: Children ages 8-12

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hall, address

Registration Fee: $\_\_\_\_\_\_for members/ $\_\_\_\_\_\_for non- members

Class size: Minimum 10 / Maximum 20

**Instructor will be responsible for:**

* Completing an Edmonton Police Service Information Check and Child welfare Information Systems Check (CWIS)\* and submitting its results to the program director,
* Collecting all registration fees and submitting fee to the program director,
* Completing the master registration information d submitting it to the program director,
* Opening and locking the facility restored to a clean and tidy state after each class, with supplies stored, purchasing all supplies and submitting receipts to the program director for reimbursement, and
* Assuming legal responsibility for any injuries sustained as a result of class participation and purchasing personal liability insurance is desired.

In the event the instructor is unable to attend a class for any reason, he/she will be asked to:

* 1. Contact each participant directly in advance of the class, or
	2. Arrange for a third party, who must be at least 18 years of age, to be at the facility to inform participants on class day and ensure their safety if they should arrive without a parent, and
	3. Provide an alternate class time for participants.

\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community League requires all staff and volunteers working with participants under the age of 18 to complete these security checks.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Community League program director will be responsible for:**

* Arrange for adequate janitorial services,
* Provide a key to the facility; this key will remain the property of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_Community League. It may not be copied and must be returned to the program director when \_\_\_\_\_\_\_\_\_\_\_\_\_\_ classes described above have ended,
* Submitting all registration fees to the treasure for deposit,
* Arranging for reimbursement of expenses to the instructor within \_\_\_\_days of expense claims,
* Arranging for reimbursement to the instructor following the last class at a rate of 90% of all registration fee collected (for a minimum of $\_\_\_\_and a maximum of $\_\_\_\_\_, and
* Ensure that liability insurance is in place relating to the use of the facility itself.

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 Instructor Signature Program Director Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Community League

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_