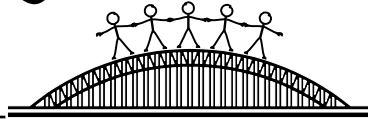


# Tyngsborough Parks and Recreation

Phone: 978-649- 2300

Email:



25 Bryant Lane  
Tyngsborough, MA 01879-1003

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TYNGSBOROUGH RECREATION

Welcome and thank you for teaching for the town's Parks and Recreation Committee. To ensure the success of our programs, please take a minute to review the following guidelines. We are pleased you have agreed to work with us and hope the experience will be mutually rewarding.

## **Instructors Guidelines**

- Call your liaison of the Parks and Recreation committee one week prior to your program to ensure enrollment.
- Before your actual class takes place arrange to pick up an attendance sheet, located in the town halls meeting room , or from your liaison. If a students name does not appear on the list, be sure to get their name, address, and telephone number. Add this to your sheet and notify the committee so we may make corrections.
- Enclosed is your final contract. Please sign and return it as soon as possible. in order for us to process your paycheck we must have a signed contract, W-9 and a CORI form completed and on file.
- Complete your room set sheet and requirements if necessary. This will allow for proper setup and allow class to start on time.
- If for any reason you need to cancel a class, you must contact one of the committee members immediately to allow us time to contact participants.
- All program teachers/instructors must submit an invoice at the end of their session along with the attendance sheet
- Invoices must include your name, address. Phone, course name and/or number, number of participants and receipts if applicable.
- Payment for a course will be forwarded to the treasurer upon completion. Invoices are scheduled for payment within 2 weeks of receipt. All checks will be mailed to Instructor.

## **Instructor Class Proposal Form**

Below is information about Tyngsborough Parks and Recreation Program policies. It will help you complete the proposal form at the end of this document.

### **Program Submission Deadline Guide**

If an agreement is made with the Town to offer your program(s), all information must be submitted no later than July 30, October 30, or February 29 to be included in our 3 school flyers. School flyers will be distributed last week of September, first week of January and last week of April.

### **Program Registration and Waivers**

The Parks and Recreation Department performs all program registration. Program patrons are required to sign waivers that release the Town and agents from all liability. The Town may require you to purchase general liability insurance covering the Town of Tyngsborough.

### **Fees and Instructor Payment**

Generally 70% of class fees are paid to the instructor. Please structure your proposed class fees accordingly. This percentage is subjective to change with different programs.

### **Class Refund Policy**

A registered patron may be refunded in full after the first class is in session. This policy is in effect to allow tentative patrons to try a class before committing. If a patron attends the second class, they will be given pro-rated credit for the remaining classes. No refunds will be given to the patron for supplies purchased for the class.

### **Program Promotion**

The Tyngsborough Parks and Recreation Dept. reserves the right to alter program titles and descriptions for marketing / formatting purposes. As part of the instructor agreement between you and the Town of Tyngsborough Parks and Recreation Dept., your program will be promoted using some or all of the following venues:

- **Schools**
- **Online**
- **Pleasant Hill Edge**
- **Flyers**

### **Photographs**

We would gladly accept any photographs of your program to be used in our promotional media. Recreation staff will also take photographs of classes for future promotional purposes.

### **Inclement Weather**

Parks and Recreation Programs occasionally need to be cancelled due to snow, rain, extreme heat, cold, or other weather situations. The Parks and Recreation Dept. will determine if the activity should be cancelled. The Parks and Recreation Dept. will then notify the instructor.

### **Other Information to Consider**

Classes often take time to gain popularity. Titles, class fees, and class descriptions may be adjusted to help increase enrollment.

You cannot use classes to sell products or services - excluding class supplies. Make sure the facility can accommodate your projected attendance and the equipment you

Please Complete all information requested in this INSTRUCTOR CLASS PROPOSAL APPLICATION. Please fill out a separate form for each class you would like to teach. Contact the Recreation Office at 978-649-2300 or e-mail us at amcnamara@tyngsboroughma.gov

Please provide the following contact information:

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Address cont. \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
E-mail \_\_\_\_\_ Social Security Number of Instructor \_\_\_\_\_

Please write a brief description of class

\_\_\_\_\_  
\_\_\_\_\_

What do you want to call the class?

\_\_\_\_\_

What is the age range of this class? (i.e. 3-5, 6-12, 18+)

\_\_\_\_\_

What is the minimum and maximum number of students you will accept?

Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

What location would you like to work at?

\_\_\_ Tyngsborough Recreation Center

\_\_\_ Town Field \_\_\_\_\_

\_\_\_ Other Location \_\_\_\_\_

Select any of the following days of the week you would like to teach:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

What time of day would you like to offer the class?

\_\_\_\_\_

How many consecutive weeks per session of the class?

\_\_\_\_\_

Dates of class(es).

\_\_\_\_\_

How much would you like to charge for this class?

\_\_\_\_\_

Are there any skills or classes a student must have prior to taking this course?

\_\_\_\_\_

What are students expected to wear / bring? Will they need to purchase extra supplies from you in addition to the class fee?

\_\_\_\_\_

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

Thank You for your interest in teaching classes through Tyngsborough Parks and Recreation. Please make sure you have filled out the Instructor Class Proposal Form completely and have returned it to the Tyngsborough Recreation Dept., 25 Bryants Lane Tyngsborough, MA 01879