**PROGRAM WRITE-UP FORM FOR RETURNING INSTRUCTORS**

***Instructor Information***

Instructor name Click here to enter text. E-mail Click here to enter text.

Phone Click here to enter text. Cell Click here to enter text.

Mailing address Click here to enter text.

May we list your phone number on flyers and other class information? Yes No

May we list your email on flyers and other class information? Yes No

*I understand that this program will be reviewed by SWPRD before approval. Upon approval, instructor must fill out and comply with contractor agreement forms. All instructors working with youth or vulnerable adults are required to complete and successfully pass a criminal history background check. SWPRD reserves the right to cancel a class if minimum or quality standards are not met.*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Program Information***

Title of program (20 characters or less) Click here to enter text.

Subtitle of program (optional, 30 characters or less)Click here to enter text.

Program description (for publications, 50-100 words) Click here to enter text.

Additional course details (500 characters or less) Click here to enter text.

Any relevant websites Click here to enter text.

Age & skill level of participants Click here to enter text.

Preferred location, room or facility Click here to enter text.

Are there any pre-requisites for class? Click here to enter text.

Start date of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date of program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day(s) of week \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End time Click here to enter text.

Dates excluded from the regular schedule (holidays, early release etc) Click here to enter text.

Maximum # students \_\_\_\_\_\_ Minimum # students \_\_\_\_\_\_ (May be assigned by SWPRD)

Registration deadline (optional) Click here to enter a date.

Suggested registration fee per participant Click here to enter text.

Should retail sales tax be charged on this registration fee? Yes No Unsure

Supply list for participants (items that they bring to the program themselves) Click here to enter text.

Additional materials fee, if any $ \_\_\_\_\_\_ Materials fee provides Click here to enter text.

***Instructor Introduction (275 characters or less)*** Include your training, certifications, accolades, and experience as it relates to this class Click here to enter text.

***Images***

A picture is worth a thousand words! Please submit any helpful images by email to [programs@whidbey.com](mailto:programs@whidbey.com)

***General Information***

As a class instructor, referred to from this point on as “Contactor”, you agree to the following if your program is accepted:

1. The Contractor will provide services in accordance with the provisions in the program description as detailed in the updated program proposal.
2. Contractor will receive payment after the class has been completed. Payment reflects the agreement in the contract.
3. Contractor must submit an invoice/bill in order to be paid. SWPRD will make payment to the contactor within 45 days of receipt of the Contractor’s invoice.
4. The contractor understands that no insurance of any kind is provided to the contractor by SWPRD.
5. Contractor agrees to hold the class or activity if the minimums are met by pre-registration deadline. If no pre-registration deadline is indicated, the instructor will show up at the first meeting of the class, regardless of pre-registration numbers.
6. SWPRD agrees to provide space for the activity if available, and publicity for the activity by advertising in the Activity Guide publication.
7. SWPRD will provide prior to the start of class a list of participants, upon request. Contractor agrees to not allow any participant unless they have registered and paid fully.
8. Should changes in the class time or location be made either as a result of the instructor or SWPRD, both SWPRD and the instructor will work to rearrange the class with the participants.
9. SWPRD is not responsible for the damage to any equipment that is the personal property of the instructor used in performing the services.

Contractor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_