



Valley of the Falls
Community Center, Inc.
Forest Falls, California

INSTRUCTOR APPLICATION

Name of Proposed Class: _____

Instructor: _____ Today's Date: _____ 20__

Physical address: _____

Mailing address: _____

Phone # Home () _____ Work () _____ Cell () _____

email: _____ Website: _____

Instructor's Social Security #: _____ Proposed days for class to meet:

_____ Time: Fm: _____ To: _____

Fee you recommend charging: \$ _____, per ___ Class ___ Week ___ Month

Is there a material charge? _____ If "yes", how much \$ _____. What does the material fee cover? _____ Total number of

weeks your class will meet: _____. Minimum number of participants needed for your class to be held: _____. Maximum number of participants you can handle: _____.

Age level of students (if you are teaching children also, indicate youngest to highest age appropriate for the class): _____ Is there a skill level you would prefer to teach?

Yes ___ No ___ If "Yes", indicate which level you will be teaching: _____

If special clothing or materials are required by the students, extra from enrollment fees, in order to participate in the class, what are they: _____.

What are the estimated costs per student to obtain special clothes or material? \$ _____.

Class Description(used for advertising): _____

Goals & Objectives you intend to achieve in teaching your class: _____

Course Outline: _____

Please indicate your background and experience as it relates to this class (attach if necessary):

List three references from people who know of your abilities to teach this class:

1. _____

Name	City	Day-Time Phone
------	------	----------------
2. _____

Name	City	Day-Time Phone
------	------	----------------
3. _____

Name	City	Day-Time Phone
------	------	----------------

After review of the information you have provided and your references checked, you will be contacted by an Events Coordinator. Completion of this information form does not imply an agreement. Therefore, no guarantees are made for your proposed class by VFCCi.

If you agree to provide a class for VFCCi you will be required to sign an Instructor Agreement, a few highlights include:

- regardless of the number of students signed up prior to the start date, you will be present for the 1st class to welcome enrolled students and sign up those who come without prior notice. You can then determine if you have sufficient students to warrant your class.
- if your class has a fee, VFCCi members must be offered ½ off typical enrollment cost.
- you will pay 25% of the enrollment fee to VFCCi and submit a class roster.
- your status as an instructor is an “independent instructor”. Criteria established by the Federal Government determines the difference between an independent instructor and paid employee... you will not be eligible for social security, worker compensation or retirement benefits.
- all VFCCi classes are drug and alcohol free environments.

Shaded area for VFCCi staff use only. Received on: _____ via: _____ by: _____
Reference Confirmation done by: _____
1: Date _____ Spoke to _____ Rating xInt good mediocre poor
2: Date _____ Spoke to _____ Rating xInt good mediocre poor
3: Date _____ Spoke to _____ Rating xInt good mediocre poor
Notes: _____

Application accepted rejected on _____ Applicant notified on _____