



Application to instruct or coach at Four Valleys Community School, Inc.

All instructors and/or coaches are required to supply the following information to satisfy basic screening guidelines for Four Valleys Community School programs. If you have a current resume, you may attach it in place of filling in the related portions of this form. Please let us know if any information on this form needs to be updated. Updated: _____

Name: _____

Mailing Address: _____

Home phone: _____ Fax: _____

Other phone #'s you could be reached: Work: _____ Cell: _____

Social Security Number*: _____ Birthdate*: _____

Education/Occupation: _____

Special training, skills, hobbies _____

Groups, clubs, organizational memberships _____

Please describe your volunteer experience _____

References: Please list three people who know you well and can attest to your character, skills and dependability.

Name	Relationship to you	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current employer _____

Position/Title _____

Address _____

Would you like us to keep your employer abreast of your volunteer service and achievement? ___

Have you ever been convicted of a crime? If yes, please explain the nature of the crime and the date of the conviction and disposition. _____

*By signing below, **I hereby authorize FVCS** and any duly authorized agent of Intellicorp Records, Inc. **to obtain records** pertaining to criminal history and release all persons from liability on account of such disclosures. To the best of my knowledge, the information is accurate. I understand Four Valleys Community School, Inc. may contact the references above and may verify the other information provided. Additionally, I have read and understand the FVCS **“Instructor Agreement.”**

Signature _____ Date _____

Instructor Agreement

Welcome to Four Valleys Community School (FVCS). We are pleased you are interested in instructing for FVCS, and hope you will find your experience a rewarding one! Please take a minute to review the following information and call us at [742-5317](tel:9077425317) if you have any questions. In order to run a smooth, safe program, a few guidelines and rules are necessary.

Assuming your class is taking place at the Girdwood School:

- **Please arrive 15 minutes prior to the time your activity is scheduled to begin.**
Stop by the Community School Office and pick up your attendance sheet and remind the Community School Staff of any special needs your class may have (audio/visual equipment, special set-up or clean-up requirements, etc.).
- **It is your responsibility to ensure the room is left as it was found.**
The teacher's desk, children's desks and personal classroom items should be left untouched. Please do not erase things on the whiteboard when you arrive. Please do erase the board if used for your class and return all chair and tables to their original location. If you need materials, contact the Community School Office. Please do not borrow from the classroom.
- **Please ensure all children remain in the assigned area and that all have secured rides or are walking home before releasing them at the end of the activity.** Contact the community School Staff if a child must wait for a ride for an extended period of time.
- All materials or supplies which you provide for your class and/or for which you would like to be reimbursed, must be itemized on your class description form.
- **Familiarize yourself with emergency procedures** by reviewing the fire exit maps posted in each room, location of wall fire alarms and exits.

Additional information applicable to all classes:

- **If an accident should occur, notify the Community School Staff immediately.** A first aid kit and phone with emergency listings is available in the Community School Office.
- **All Community School activities involving children require "on the spot", continuous adult supervision.**
- **You are responsible for the behavior of those attending your class.**
If a problem should arise with a participant's personal conduct, contact the staff person on duty for assistance.
- **If you should ever need to cancel a class, it is your responsibility to notify all students.** Inform the Community School Office of the impending cancellation immediately.
- **Proof of insurance** – In some cases, instructors will be required to provide proof of insurance. This includes instructors who operate as "contractors", or provide instruction in their personal home +/or business or those who provide transportation of students. If you are a paid instructor teaching a high-risk class, it is suggested that you review your risk and insurance needs with your insurance agent.
- **Instructor Payment Policy** – It is the policy of the FVCS Board of Directors to utilize volunteer instructors whenever possible. Paid instructors may receive up to \$20 an hour with the approval of the FVCS coordinator. For payment exceeding an hourly rate of \$25 an hour, approval of the FVCS Board is required. Paid instructors must fill out W-4 and I-9 forms prior to teaching. A W-9 and proof of business insurance may be submitted by those wishing to be employed as contractors. FVCS earnings will be reported to the Internal Revenue Service, as required by law.

Prior to teaching your class(es), please read and retain the "FVCS Instructor information: Guidelines for Instructing with FVCS" document for additional information. Contact the FVCS office if you need a copy!