

Dear Instructor Candidate:

Thank you for your interest in teaching a course through the Town of Amherst Leisure Services and Supplemental Education Department (LSSE). This packet will provide you with the forms and information you need in order to submit a proper course proposal for consideration.

Attached, you will find a *Course Proposal Packet* containing four items--*General Information and Helpful Hints for Planning LSSE Courses*, an *Instructor Application Form*, a *Course Proposal Form*, and a *Course Data Sheet*. After reading the guidelines, please complete all forms and include a copy of your resume, three current letters of reference and/or contact information for three references (required), copies of any certificates and/or licenses pertinent to the course subject matter, and any other materials verifying your ability to teach your proposed course. Then, return your *Course Proposal Packet* to the Adult and Youth Education Program Director, via mail, fax, or drop-off by the deadline listed below. Our office is located on the lower level of the Bangs Community Center, and our office hours are 8:00 a.m. - 4:30 p.m., Monday through Friday.

Once received, your proposal will be reviewed by the Adult and Youth Education Program Director. He or she will contact you to inform you of the status of your application and course proposal. If the proposal is accepted, s/he will arrange to meet with you to discuss final course details such as dates, times, location, cost, and your contract percentage (usually 50% of collected program fees).

When your course is ready to go, LSSE will be responsible for providing you with the following in support of your course:

1. Free advertising in our seasonal brochure, *Amherst Leisure Times*, which reaches over 16,000 area residents;
2. An appropriate space in which to conduct your course (usually the Bangs Community Center, Amherst Middle School, or Munson Library);
3. When and if possible, access to basic, course-related equipment (e.g.-VCR); and,
4. Once the course has been completed and contract terms met, payment of a mutually agreed upon percentage of the gross proceeds of the course (usually 50% of collected program fees).

As an LSSE Instructor, you will be required to sign our standard *Instructor Contract Agreement* affirming your commitment to teach your course as agreed and advertised. You will also be expected to provide materials--such as photocopies and other supplies--needed to conduct your course. If you choose, you may be reimbursed for these expenses by charging a reasonable lab fee for the course.

PLEASE NOTE! To receive full consideration for the _____, 20____, brochure, you must return your completed *Course Proposal Packet* and supporting materials to LSSE by the deadline listed below. **THANK YOU** again for your interest in LSSE!

DEADLINE FOR NEXT SEASON: _____

DATES FOR NEXT SEASON: _____