
Green Valley Recreation, Inc.

1070 W Calle de las Casitas † PO Box 586 † Green Valley, Arizona † 85622-0586
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Thank you for your interest in course instruction with GVR! I welcome the opportunity to meet you and learn more about your particular expertise. We currently hold over 800 courses annually, and invite the opportunity for an ever expanding pool of diversity for course offerings.

We have two primary sessions: Winter and Fall. Our course catalogs are printed twice a year with a total circulation of over 11,000 catalogs annually (85% of our registrants hear about courses through our course catalog)!

The initial application process is three part:

- Contact course supervisor to make an interview appointment
- Hand in a resume specific to your education and/or experience for the course you propose to teach
- Submit a course proposal (GVR provides)

We will then review and assess our needs for the proposed course, the education you are bringing to the course, and then decide to accept, postpone approval (re: seasonal factors), or deny the proposal. Upon approval of your proposed course(s) you may expect the following:

- Submit a W9 (GVR provides)
- Receive all pertinent deadlines for course advertisement
- Receive a GVR Instructor Handbook
- Receive a bipartisan Course Agreement
- Receive a Recreation Instructor Identification Badge
- GVR requires the instructors of high risk classes (tennis, aqua fitness, aerobics, etc.) to obtain an additional one million dollar liability policy naming GVR as additional insured. This must be current and on file prior to class start date.

All of our instructors are independent contractors. Instructors are responsible for developing their own courses and materials. Instructor income is based on a 70/30 split. This means that as an instructor you would receive 70% of course revenue (not including the non-member additional administration fee). Based on our recommendations you may set the fee for your course.

I have provided contact information if you have any additional questions or would like to set up a time to meet with me. Again, thank you for your interest and I look forward to hearing from you!

Carolyn Hupp
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Green Valley Recreation
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