



Thank you for your interest in course instruction with GVR! We welcome the opportunity to learn more about your particular expertise. We currently hold over 1,000 courses annually, and invite the opportunity for an ever-expanding pool of diverse course offerings.

We have three sessions per year—Winter, Fall and Summer. Winter is our busiest time, with our population almost doubling. Our course catalogs are printed three times a year with a total circulation of over 13,000 catalogs (a majority of our registrants hear about courses through our course catalog!)

Proposals are accepted for upcoming sessions as follows:

- **Summer** proposals are due the first week in **January**
- **Fall** proposals are due mid-late **April**
- **Winter** proposals are due the first week in **June**

Any proposals received after the due date(s) will not appear in the catalog.

The initial application process is two part:

- Submit a resume specific to your education for the course you propose to teach
- Submit a course proposal (available on our website): <http://www.gvrec.org/activities/gvr-discover/instructor-corner/>

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. Proposals that are not selected will be notified via email.

Upon approval of your proposed course(s) you can expect the following:

- GVR will provide you with a copy of a W9 form, this is used for tax and payment purposes
- A GVR Contract Instructor Handbook and contract instructor paperwork
- A Course Agreement
- Receive a Contract Instructor ID Badge (for non-GVR members. GVR members will continue to use their member badge)
- *Please note:* GVR requires the instructors of high risk classes (tennis, Pickleball, aquatic, 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 as an instructor you would receive 70% of course revenue (not including non-member or administrative fees). Based on our recommendations you may set the fee for your course.

Again, thank you for your interest and I look forward to hearing from you!

Best regards,

Debbie Lee-Lazzarino
Recreation Program Coordinator
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