



WE WANT YOU!!

We would like to express our appreciation to our veteran instructors and those of you that are thinking of becoming instructors. We sincerely thank you for supporting our Community School program. Below is an overview of our program:

- All instructors/teachers will be handled as “independent contractors”
 - We will conduct a criminal background check for each instructor at no charge. (They will be checked randomly after the initial check.)
 - We will need a signed release of liability/hold harmless form from each instructor as well as one from each student taking classes
 - For each class being offered using our facilities we will need a facilities use agreement completed.
 - We will need a complete roster of all participants, paid or unpaid, turned in for each course two weeks after the first day of class with copies of all registration forms. (We will be happy to make the copies for you if you bring them to us)

- The Estacada Community School will provide the following:
 - Course Advertising
 - Through the Clackamas Community College catalog, the local catalog, a local newspaper insert, and on our web site.
 - Facilities
 - We will schedule and provide access to district facilities.
 - Field phone calls, create lists of interested students for each course, maintain open dialog with instructors, recruit new instructors, brainstorm with instructors most effective methods for organizing their courses, and duties yet to be determined.
 - Registration forms

- Service Fee Structure:
 - Teachers offering courses that are reimbursable to us through Clackamas Community College will NOT be charged. A few examples of these are Microsoft Word, Spanish, Aerobics, Basic Computer Skills, First Aid/CPR, and specific tutoring classes. (CCC verifies and approves all courses that are reimbursable. Please contact us for more information)
 - Teachers offering courses that do not need our indoor or outdoor facilities will be charged \$50.00 per course.
 - Teachers offering courses that use our facilities will be charged \$100.00 per course.
 - These fees will be due by the end of the first week of class. If fees are not received by this time our facilities will be closed for class.

- How Will Instructors Be Paid:

- Acting as independent contractors the Instructors will set the tuition rate they wish to charge, determine a minimum number of students in order to hold the course, collect all tuition payments from students, and deposit all proceeds into their own account.

We hope that this clarifies our program for the Estacada Community School. If you have any questions please contact us by phone or stop by Estacada High School and meet us in person. Again, we thank you for your patience and your willingness to continue offering course for our community.

Sincerely,

Kevin Olds
Director of Community Schools
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