



Fall River Parent Academy Instructor / Course Provider Agreement

Thank you for partnering with the Fall River Parent Academy! We appreciate you sharing your time, expertise and resources with our parents, caregivers and community. Please take a moment to fill out and sign the following partner agreement for the course you will be delivering.

Instructor(s) / Course Provider:

Organization Name:

Best Contact Phone Number:

Email Address:

Please read through and check off the following indicating you agree with the responsibilities below.

As an Instructor / Course Provider, I and/or my organization will:

- Read all correspondence and email reminders that will be received at least 3 days prior to my or my organization's scheduled course(s). This email will contain the class roster, class location and emergency site contact information, a copy the participant evaluation form, and a copy of the Instructor Feedback Form. Please note: the instructor is responsible for ensuring all forms are printed and ready.
- Ensure that I/representative from my organization will be prepared, punctual, and professional at all times. We ensure all staff involved are aware of the importance and value of our partnership with the Parent Academy and I/all staff involved have basic knowledge of the services agreed to be provided.
- Arrive at least 25 minutes before course start time to set-up and prepare for course participants.
- Remain at the site for 30 minutes following the course's start time in the event there are no course participants, and post the cancellation sign on the door before leaving the course site.
- Ensure that course sign-in sheets are available for course participants to sign-in for the course.
- Provide each course-participant a course evaluation at the conclusion of the course.
- Deliver (by scanned electronic copy, mail or drop-off) Participant Evaluation Forms, the Instructor Feedback Form and Attendance Sheet to the Parent Academy within 3 business days of the course.
- Be prepared with **a minimum of** 15 copies of course materials. Number of registrants will be sent to instructor 24 hours before scheduled class. Please be prepared for both walk-ins and no-shows.
- Assist in promoting the Parent Academy and the course I/we will facilitate.
- Ensure course presentation is tailored to the audience and that it will be both enlightening and fun!

Print Name

Signature

Date