

REQUEST TO TEACH YOUTH PROGRAMS

Class title _____

Class suitable for grades ____ through _____

NOTE: ACES & TVES are K-6, EGJH is 7-8, and TVHS is 9-12

Number of participants:

Minimum (5 or less) _____ Maximum (if over 20, 2 instructors are required) _____

Quarter: 1 2 3 4 (circle all if you are planning on teaching every quarter and class description will NOT change)

Day/s class/es will take place (circle time):

	Monday	Tuesday	Wednesday	Thursday	Friday
ACES	2:40-3:40	2:40-3:40	1:20-2:35	2:40-3:40	2:40-3:40
TVES	2:40-3:40	2:40-3:40	1:20-2:35	2:40-3:40	2:40-3:40
EGJH	3:20-4:20	3:20-4:20	2:05-3:15	3:20-4:20	3:20-4:20
TVHS	3:25-4:25	3:25-4:25	not available	3:25-4:25	3:25-4:25

Student Registration Fee \$_____ (You receive 75% of this - material cost must be included in this fee)

NOTE: double check the TVYP Calendar for how many classes will be held before you decide on the fee. This cannot be changed once submitted.

Class Description (can be emailed to YouthPrograms@tanq.org):

Room or space preference or special requirements: _____

Instructor Name _____ Contact phone # (s) _____

Email (This is our preferred method of contact so please list an email that you check often)

Payment should be made to (This is what should be listed on your W-9 - TVUSD employees: added to your payroll):

I have a W-9 form on file with the TVUSD office

If you are a new TVYP Instructor and do not work for TVUSD, please fill out a W-9 form and bring it to the TVUSD office at 2300 N Tanque Verde Loop Rd or email to SSilva@tanq.org (can be found online at www.irs.gov)

I have attached or previously submitted a copy of my *current* fingerprint clearance card

If you are a TVUSD employee, we have your fingerprint clearance on file

I have read, agree to, and understand Policies & Procedures for TVYP Instructors

Available on our website www.tanqueverdeschool.org and click on Youth Programs

Signed

Date

Completed form can be left at the ACES or TVES office or emailed to YouthPrograms@tanq.org