



Montpelier Senior Activity Center
 58 Barre Street, Montpelier, VT 05602
 802-223-2518 • msac@montpelier-vt.org

Instructor Application for New Class Series

Applicant Information

Last Name:		First Name:		M.I.:
Street Address:				
Apt./Unit:	City:	State:	Zip:	
Phone:	Email:			

Education

High School:		City/State:		
From:	To:	Did you graduate?	YES	NO
College:		City/State:		
From:	To:	Did you graduate?	YES	NO
Other:		City/State:		
From:	To:	Did you graduate?	YES	NO

Resume

Please attach an updated copy of your resume.

References

Please list three professional references:

Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	



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New Instructor Course Proposal:

Course Information				
Course Title:				
Quarter:	WINTER	SPRING)	SUMMER	FALL
Class Size:	Preferred Minimum: <i>(default is 6 for new courses)</i>		Preferred Maximum:	
Preferred Day(s) of Week:			Preferred Times of Day:	
Number of Hours Per Session:			Number of Sessions: (1-12 weeks) <i>(typically 10 weeks, 12 for movement, but we have some 2-8 weeks)</i>	
Ages (Circle one): Seniors Only (+50)			Other (Write in age min): _____	
Format (circle all that work for you, * your preference): In-person Remote online Hybrid				
Compensation (Circle one):	I prefer to be paid.		I prefer to volunteer.	
For communication from members:		Share my contact information.	Send me their contact info.	
Class Description: (Please Limit to 200 words or less)				

Materials/Equipment Cost/Requirements for Participants:

(please list what they need to purchase on their own and what you might provide)

Alternate Teaching Methods:

(Please let us know if you are comfortable teaching a class from remote. MSAC is prepared to offer help teaching you to use methods such as Zoom or pre-recorded classes. If you have taught over the internet before please let us know):

Disclaimer and Signature

Returning instructors will not be able to automatically continue offering the activity or program without discussing arrangements with MSAC. Course Proposal Forms do not guarantee that the course or activity will automatically be added to MSAC programs. There is no exclusivity to instructors or the courses they teach. The instructor will receive a check for course(s) taught from the City of Montpelier approximately 14 days after each two-week pay period. Payments will be based on the payment discussed with the program coordinator and outlined in instructor handbook.

Signature:

Date: