



**Allegany Arts Association
Youth Activities Instructor
Contract**
alleganyartsassociation.com

Mailing address for use by AAA treasurer:

Name _____ Email _____
Address _____
City _____ State _____ Zip _____ Phone # _____

For Summer Arts Advertising:

Name of Class _____
Description (20 words or less) _____

Location _____
Address _____ Town _____
Instructor _____
Ages _____ Maximum amount of students _____
Dates _____
Times _____
To Sign up call _____

For this class, total number of teaching hours proposed _____

This is a simple agreement to indicate that you agree to teach the class outlined above. You will be paid \$25 per hour for your time teaching students. Thank you for documenting your mileage, prep, and clean-up hours as in-kind hours. These hours are useful in showing community support for these AAA programs for local youth.

Within the range of funds allotted for supplies, estimate your expenses and list what they are for (material list as AAA may have some of the supplies you need.)

Estimated art supply expense amount for this class _____
Description of supplies _____

Please sign and return this agreement to the Youth Activities Director, at doransusan57@gmail.com

When approved, the Youth Activities Director will send you a time sheet, in-kind form, sign-up sheet with media release information and an evaluation & demographics sheet for students and adults to complete after the class (necessary for future grants). These will have to be returned to the Youth Activities Director & Treasurer before payment goes out. Completed classes are eligible for payment and all documentation must be submitted by August 15, 2022. Any hours not submitted by the deadline will relinquish rights to payment and be assigned as in-kind hours. Please email at least two photos of your class (with media release sign off students only).

Signature _____ Date _____