Sample [PTA NAME] Enrichment Program Paid Instructor Contract

Date: / /

This agreement is between , a paid program instructor, and the **XYZ PTA**. It is agreed that this instructor is willing to offer an PTA enrichment program called

The session will be held ☐Mon. ☐Tues. ☐Wed. ☐Thu. ☐Fri. from to Program Term Length: Starting / / Ending / /

Holidays/days the session will not be offered: Total number of sessions:

There will be an end of term show/program/recital/demonstration / / and will be held (location); in conjunction with PTA.

The paid program instructor will be compensated by **XYZ PTA** at the following rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_(\*\*suggested amount: no more than $42/hour), with total amount (entire program term) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the following method:

What will happen with student work after the program is over (art work/pictures):

Rules of use (school and PTA materials use):

Cancellation policy:

Email: Phone: Cell phone (if different):

As an PTA enrichment program instructor, I certify that I have read and understand the PTA enrichment program policy and will adhere to the policy as it pertains to instructors. I also certify that I will release the students solely to their parent/guardian or per written instructions signed by the same. I will not use the PTA registration list for my own promotions or communications.

***Note****: The instructor and two elected PTA/PTSA officer’s signatures are required. The paid instructor can be a schoolteacher/staff (out of school hours). The instructor needs to fill the W-9 if the total amount of payment is more than $600 for the entire program term*

***Note****: Retain a copy of the documents in both the Secretary and Treasurer’s notebooks.*

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| --- | --- | --- | --- |
| **Signatures** |  | | |
| Program Instructor: | Date: | / | / |
| PTA/PTSA elected officer: | Date: | / | / |
| PTA/PTSA elected officer: | Date: | / | / |