



National Garden Clubs, Inc.
Environmental, Gardening and Landscape Design Schools
INSTRUCTOR CONTRACT

Instructor Contract
Form 4-2020

Event Chairman, please complete first section.

Check appropriate School: Environmental School Gardening School Landscape Design School

Course # _____ Series # _____ or Single-Subject Refresher Title _____

Sponsoring Organization (Club, Council, District, State, Region) _____

City/State _____ Date(s) _____

State Garden Club _____ Region _____

Local Chairman _____ Phone _____ Email _____

I, _____ agree to teach _____
Instructor's Name Subject(s)

on _____ at _____ at _____
Date Time Location

for a fee of \$ _____ or \$ _____ per hour for a maximum of _____ hours.

Total mileage expense (if applicable) \$ _____ Exam with Answer Key Required: Yes No

Other anticipated expenses \$ _____

Instructor, please complete this section.

I understand that I will submit a detailed outline of my presentation suitable for duplication for the students at least six weeks in advance of the course date, including the exam and answer key if one is required. The exam is to be approved by the National Garden Clubs, Inc. respective chairman for the school.

My presentation requires: Microphone Lectern Dry Erase/Blackboard Tables (How many?) _____

Laptop Projector: Digital Slide Overhead Screen Other: _____

Lunch may be provided; will you join us for lunch? Yes No

Name _____ Phone _____

Address _____

City/State/Zip _____

Email _____ FAX _____

Signed _____
Instructor Date

Approved _____
Local or State School Chairman Signature Date

Email _____ Phone _____

Address _____

City/State/Zip Code _____

NOTE: The appropriate NGC School Committee Chairman must approve the instructors (Form 3-2020) to teach the subject before a contract may be signed.