

Dear Instructor:

Thank you for your interest in teaching for the Town of Apex Parks, Recreation and Cultural Resources Department. Please thoroughly complete the attached form with all relevant information and submit to Laura Temple by dropping off at Apex Community Center, mailing to P.O. Box 250, Apex, NC 27502 or fax to: 249-3368.

Current courses/programs have priority over new programs, so all current courses will be scheduled before new courses are considered. New courses will be added if there is facility space available, there is a community interest in the topic and budget allows.

Instructors are paid as contracted instructors and are not Town of Apex employees. Instructors are paid 60% of the resident fee collected by Apex Parks, Recreation and Cultural Resources. So if the course fee is \$25/person/session, then the instructor is paid \$15/person/session. Please use this calculation when determining the fee of the course. Instructors must provide all supplies. If additional supplies are needed for the course, you may include the supply fee in the overall cost or have a separate supply fee that is paid to you on the first day of class.

Program Brochures are printed three times a year. Courses will not be considered outside of the time frames listed below:

Please submit proposal by:

September 1

January 1

May 1

For courses offered:

January-April

May-August

September-December

Please note that this schedule is subject to change.

If you have any questions, please call me at 249-3369 or email: laura.temple@apexnc.org.

Sincerely,

Laura Temple
Recreation Program Supervisor