GUIDELINES
INSTRUCTOR

Section 1. Instructor. Instructors are independent contractors who will teach clogging. An instructor is a non-dues-paying member of the Cherry City Cloggers.

Section 2. Instructor Duties. Instructors must be prepared to teach the assigned clogging class. Instructors may also be asked to cue at Cherry City Clogger dance demonstrations.

Section 3. Hourly Rate. Instructors will be paid as defined in the Financial Guidelines, Section 8, Instructor Hourly Rate.

Section 4. Time Sheets. Instructors must submit monthly time sheets to the Treasurer requesting payment for time spent as specified in Section 2, Instructor Duties. The time sheet must include the detail by date, event, hours, hourly rate and total amount due. The time sheet must be delivered to the Treasurer by the 15th of the following month (for example, time sheets for January are due by February 15).

Section 5. Instructor Attendance. If an instructor is unable to attend class or attend a Cherry City Clogger event, the instructor must find a replacement instructor. The instructor will provide a detailed lesson plan, including cue sheets and music, for what will be taught in his/her class. If a substitute cannot be found, the instructor must notify the President.

Section 6. Workshop Attendance. Workshop attendance is encouraged (but not mandatory) to enhance our instructors' growth in clogging techniques, exposure to new songs and to pass this knowledge on to the members of Cherry City Cloggers via class instruction. Workshop fees and expense reimbursement is outlined in the Financial Guidelines, Section 9 Instructor Workshop Reimbursement.

Section 7. Instructor Termination Notice. If an instructor desires to stop instruction for the Cherry City Cloggers, the instructor must use best efforts to provide a minimum of two week notice to the President.