



Community Education
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Letter of Understanding

This letter of understanding lists and clarifies the expectations of the Community Education Department of New Prague Area Schools.

Marketing & Promotion

1. Instructors will not sell or promote products during class without written approval of the coordinator.
2. Instructors will make no specific financial investment recommendations. No contracts may be signed by the students.
3. No follow-up meetings, mailings, or telephone contacts will be initiated by the instructor during or after a class; any after class contact must be student-initiated. Instructors will not gather student addresses, phone numbers or other personal or financial information in class; no networking of lists to other business colleagues is allowed. Instructors will not keep class lists. Lists are to be destroyed or discarded immediately after class.
4. Students are not to be offered any free, reduced price, or full price consultations, visits or meetings in class.
5. Instructors may offer business cards for students to take at the end of class. No other promotional materials will be allowed. All handouts/materials should be generic. Business logos, stationary or reference to a specific company are allowed with pre-approval. Instructor's name and professional credentials may appear on handouts and in the instructor bio which appears online.
6. Flyers promoting any class, camp or clinic must first be approved by the Community Education staff and must carry the New Prague Community Education logo and other required data. Instructor is responsible for cost of flyer; Community Education can distribute flyers to schools if requested.
7. Any advertising of Community Education classes through the instructor's web page or any other web-based site should be pre-approved by the Community Education staff.

Facility

8. Alcohol and tobacco use are not permitted on school property.
9. If any school equipment is needed for use, it must be stated on the proposal and arranged ahead of time with staff.
10. Any loss, breakage or need of repairs of facilities or equipment must be reported immediately by instructor.
11. Instructor is responsible for the condition of the room, and room must be left as it was prior to class.

Youth Classes

12. Instructors working with youth in a physical activity must demonstrate completion of training similar to or consistent with the CDC online training program, *Concussion in Youth Sports*. A copy of the documentation will be kept on file at the Community Education office.
13. All youth instructors (including student assistants) are subject to passing a background check.
14. Youth instructors are required to remain at the site until all participants have been picked up.

Other

15. Community Education staff or Advisory Council members may audit classes unannounced.
16. Community Education will follow through on all student complaints.
17. Any evaluation information collected by the instructor must be shared with Community Education. Community Education will share evaluations collected online with the instructor.
18. Independent School District 721 prohibits discrimination, harassment and violence on the basis of sex, race, religion, age, disability, sexual preference, marital status or public assistance status.
19. Liability: I hereby release, absolve and hold harmless New Prague Area Community Education and ISD #721, its officers, employees and agents from any damage resulting from an injury incurred by me while instructing or participating in my program. I understand New Prague Area Community Education and School District #721 assume no responsibility before, during or after the program. I will allow photos or videotapes of my class to be displayed publicly in school district publications or communications.

I have read the letter of understanding and will comply fully with its stipulations.

Print Name _____ Date _____

Signature _____