

Oxford Township Parks & Recreation Commission

Intent to Teach Form

Fill out one form out for each class, fill out **COMPLETELY**.

Instructor Name: _____ Date: _____

Business Name: _____ Phone: _____ / _____

Address: _____ Phone: _____ / _____
Street City Zip Home Fax Cell

Email Address: _____

Name of class: _____

Day(s) of the week: _____ Number of Weeks: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Minimum Age/Grade: _____ Maximum Age/Grade: _____

Minimum Number of Students: _____ Maximum Number of Students: _____

Fee per student: \$ _____ **This is the amount the class will be advertised at for Oxford Residents**
(You will receive 70% of fee* if **we** provide facility) (You will receive 80% of fee* if **you** provide facility)

*After any expenses are paid

Are there any additional supply fees that the students should pay to you at class: \$ _____

Please indicate the **BUILDING** and **ROOM** you would **prefer**: (WE WILL DO OUR BEST TO SECURE IT)

Clear Lake Elem. Daniel Axford Elem. Oxford Elem. Lakeville Elem. Middle School High School

OTPR Office OTPR Senior Center Other: _____ Room: _____

Brief description of class for brochure (email it to me if at all possible): _____

Use other side if needed...

Signature _____ Date _____

By signing you agree to teach the above class at the above rate with the stated split, and agree to the instructor guidelines.
Oxford Township Parks and Recreation cannot be responsible for information not completed on this form.

VISIT THE INSTRUCTOR INFORMATION LINK ON WWW.oxparkrec.org FOR SUBMISSION DEADLINES. CALL LAUREN AT 248-628-1720 WITH ANY QUESTIONS.

Remember in the elementary schools if there is no school on a day, we are not able to hold classes. To check the days that school will not be in session feel free to visit the Oxford Area Schools website.