

## **FCS Enrichment**

### Instructor Information and Responsibilities

- FCS fees include rent, HVAC, online registration, marketing, room scheduling, etc. We will deduct 20% for FCS employees and 25% for non-FCS employees.
- All FCS instructors must have a current background check on file with the administration office.
- There is a \$25 application deposit due per instructor. This check will not be cashed and will be refunded after the course is complete if instructor requirements are met.
- To cover the software and credit card fees, we will be adding 5% to your submitted course/camp fee, e.g. If you submit an application for your program's fee at \$100 – we will be advertising that it cost at \$105. You will get your instructor payout percentage based on \$100, not \$105.
- It is the instructor's responsibility to make sure that the attendance matches enrollment. Contact the FCS Enrichment office for assistance, if attendees do not match the enrollment roster.
- FCS will not accept paper registrations or cash. Any drop-ins need to be directed to the administration building to register with the enrichment office or online.

### FCS Enrichment Office responsibilities:

- Process course/camp proposals and instructor applications.
- Provide non-FCS instructor with 1099 and background check information.
- Schedules facilities
- Provides marketing services
- Monitors course registrations and course fees
- If necessary, will cancel course, notify parents and issue refunds
- Provides instructor with access to rosters, emergency contact and medical information
- Process instructor payment at the completion of the course or camp