



## Fall Session 2019

We welcome you to a teaching role in Osher Lifelong Learning Institute (OLLI) at Humboldt State University.

The terms of agreement are described on the back and shall cover the period from **September 4-November 15, 2019**. The terms of this agreement are in effect only when the class is being offered by the College of Extended Education & Global Engagement. ***Please check the compensation and membership boxes below and take the time to read and initial the terms of agreement on page 2.*** Thank you!

### Compensation:

- I would like to receive payment (fifty percent (50%) of the registration fees collected)
- I would like to donate my services to benefit OLLI members

### Membership: (July 1, 2019 – June 30, 2020)

- My membership for 2019-2020 is current
- I am submitting payment for my OLLI membership with this contract (\$35 July 1, 2019 – June 30, 2020)
- Please subtract my OLLI membership fee from my payment (\$35 July 1, 2019-June 30, 2020)  
(Please fill out and include a registration form)

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Course Title: **Gardening Basics 101**

Day of the Week: **Saturday, Sept. 7-28, 2019**

Time(s): **2-4 p.m.** Fee: **\$ 35**

Location: **Community Garden**

Min. Enrollment: **5** Max. Enrollment: **15**

Additional Info: **A release of liability form is required for this class**

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I hereby agree to teach the above course(s). I have read, understand and accept the conditions of this agreement as stated on the reverse. I realize in the event of insufficient enrollment this course is subject to cancellation.

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*OLLI Instructor*

Name: **Johnny Appleseed**  
Address: **1000 Cloud Lane**  
Phone: **707-555-6789**

Date

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Sheila Rocker Heppe  
*Director, CEEGE*

Date

Email: **johnnyapp@gmail.com**

## Terms and Conditions

The following conditions apply when teaching for OLLI and the College of Extended Education & Global Engagement at Humboldt State University.

1. Your compensation is indicated on your contract. Generally compensation depends on the number of paid enrollments, therefore, check to see that all students have paid the required fee(s).
2. All OLLI instructors are required to be a current OLLI member.
3. Arrangements for payment can be made only after HR documents, signed final rosters, and evaluations are submitted, and any HSU property has been returned.
4. All classes must meet for the first class session, regardless of preregistrations. Don't cancel a class until you've discussed it with the OLLI Coordinator.
5. All advertising of classes must be approved by the College of Extended Education & Global Engagement.
6. Teaching in the OLLI Program confers no benefits at the University other than compensation for instructional services performed.
7. No class can be conducted without a signed agreement being on file with the OLLI and the College of Extended Education & Global Engagement.
8. It is the policy of Humboldt State University to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus, including access to the content and services of World Wide Web pages authored by the University. After reviewing Executive Memorandum P02-01 (Humboldt State University Policy and Procedures for Accommodating Individuals with Disabilities) and the handout from the Student Disability Resource Center entitled "Working Together: Faculty and Students with Disabilities" you can contact the College of Extended Education & Global Engagement or the Student Disability Resource Center for additional information or assistance as needed.
9. **Americans With Disabilities Act (ADA).** You must comply with the Americans With Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.) Contact the College of Extended Education & Global Engagement or Contracts, Procurement and Risk Management for additional information.

Please initial to indicate you have read and agree to the terms and conditions of this contact: \_\_\_\_\_