



## POLICY STATEMENT

**Instructor Name:** \_\_\_\_\_  
*Further referred to as "Instructor".*

### **NON-COMMERCIAL PRESENTATION**

ARVC Foundation events are provided for the personal and professional development of learners. While the ARVC Foundation recognizes that Instructor may be a business professional and their services could benefit the learners, Instructor is strictly forbidden from promoting their business or service in any way during the course. It is acceptable for Instructor business interest to be mentioned in both their bio and course introduction. If Instructor wishes to discuss their business with learners this may be accomplished through networking outside of Instructor's course.

### **NON-DISCRIMINATION**

It is the policy and commitment of the ARVC Foundation to not discriminate and to take affirmative action measures to ensure against discrimination on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual-orientation, and gender identity/expression in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of instructors, volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

### **COPY RIGHT AND AUDIO/VIDEO RECORDING**

The ARVC Foundation will hold copyright on all materials related to any ARVC Foundation CEU approved course. This copyright does not require Instructor to give the intellectual property rights (ideas) to the ARVC Foundation. Instructor is free to provide the same content at other venues without consultation or permission from the ARVC Foundation.

This excludes copyright privileges for any materials that hold a copyright date prior to the signing of this document, as well as any branded material that was developed or was presented by Instructor as under development prior to engaging in an agreement to present said materials. Materials where copyright is not held by the ARVC Foundation must clearly indicate on all materials the official copyright holder. Except when materials are proprietary in nature Instructor gives permission to the ARVC Foundation to post materials on OHEP Online for a period of 1 year from date of course presentation. Published materials will include a statement recognizing that the materials are being used with permission from the copyright holder. As part of the Course Approval process, the course designer must indicate for each course whether the materials hold a copyright held prior to the ARVC Foundation offering, the materials are branded, or the copyright is held by the ARVC Foundation.

The ARVC Foundation may, at their discretion, contract with a third party vendor to record via audio or video all or part of any educational offering. The ARVC Foundation will hold the copyright to this recording.

**PRIVACY AND INFORMATION SECURITY**

The ARVC Foundation requires that all learner records be maintained in a secure manner. Learner records and information are secured by the ARVC Foundation and available only to the learner/individual. Instructor is forbidden from releasing any information regarding learner including, but not limited to, course completion and personnel information. ARVC Foundation staff may release information to individuals other than the learner with written permission from the learner/individual.

**UNDERSTANDING AND AGREEMENT**

I have read, understand and agree to the ARVC Foundation policies in this document. I further understand that failure to adhere to these policies will result in loss of Instructor's right to present CEU approved courses.

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Signature

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Date



# Instructor Information Form

**Contact Information** Please complete the following as you would like it to be published in all Event materials. *Please type in or print legibly.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Speaker Cell Phone: \_\_\_\_\_ *(for on-site contact purposes)*

Company Website: \_\_\_\_\_

**Attached Resume to demonstrate qualification for each content area selected...**

- 1. Education Qualifications
- 2. Experience Qualifications
- 3. Additional Information to Support Approval

## Content Areas

Please mark the content areas in which you have experience and wish to teach for. Note that experience gained in other industries must be able to be related to the RV park and campground industry.

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Accounting and Finance                     | <input type="checkbox"/> 13. Recreation Programming |
| <input type="checkbox"/> 2. Ancillary Income Options                   | <input type="checkbox"/> 14. Operations Management  |
| <input type="checkbox"/> 3. Business Planning                          | ○ Maintenance                                       |
| <input type="checkbox"/> 4. Communication                              | ○ Cash Handling                                     |
| <input type="checkbox"/> 5. Guest Experience                           | ○ Front Desk  |
| <input type="checkbox"/> 6. Human Resources                            | ○ Operating Standards & Service Levels              |
| <input type="checkbox"/> 7. Industry Basics                            | ○ Landscaping                                       |
| <input type="checkbox"/> 8. Leadership                                 | ○ Facilities  |
| <input type="checkbox"/> 9. Marketing                                  | ○ Housekeeping                                      |
| <input type="checkbox"/> 10. Construction Project Management           | ○ Food Service                                      |
| <input type="checkbox"/> 11. Regulatory Compliance (industry specific) | ○ Retail  |
| <input type="checkbox"/> 12. Risk Management                           | ○ Water Features                                    |
| <input type="checkbox"/> 15. Other (please list) _____                 | ○ Security  |

\_\_\_\_\_  
\_\_\_\_\_



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## Preferred Speaker Introduction

- YES! I would like to be added as a Recurring Instructor! I understand I will be added to a listing made available to other meeting event planners in the RV industry to present educational courses.
- No, I would not like to be an instructor for other meeting event planners.

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Signature of Instructor

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Date Submitted

**Mail completed documents to:**

ARVC Foundation  
9085 E. Mineral Circle, Suite 200  
Centennial, CO 80112

**Fax to:**

303.681.0426

**Email to:**

EduDirector@arvc.org

**For Office Use Only:** Approved Instructor

Content Areas: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Office Use Only:** Entered into System

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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