

Lesson Report 2009

One Lesson Report form is required for each week of lessons. Lesson Report forms and money received must be received by the Treasurer at least 2 days before each monthly NDRC meeting ie March 31, May 5, June 2, June 30, August 4, Sept 4, Oct 1

Instructor/Coach Name _____
Phone Number _____
e-mail _____

The Instructor/coach is responsible for the following:

- Ensuring all participants are members of the NDRC and HCBC
- Keep track of receipts and expenditures.
- Returning all equipment to its appropriate storage area.
- Report any damaged equipment.

Written report

Date of Lessons _____

Number of participants _____

Names of participants _____

Total \$ fees received \$ _____

10% to NDRC (rental of grounds) \$ _____