

Lesson Report

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 in 2008 the dates are April 3, May 1, June 5, July 3, August 7, Sept 4, Oct 2.

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

Which method of payment are you using?

Circle one: method 1 method 2

1. 10% of fees collected go to the NDRC for rental of the grounds.
2. All fees received paid directly to NDRC. Coach uses this form to invoice NDRC for full costs (the 10% grounds rental fee is waived).

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 _____

Method 1.

Total \$ fees received \$ _____

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

Method 2.

Total \$ fees received \$ _____

Invoice for monies owed to _____ \$ _____