



Coach, Instructor & Independent Contractor Request Form

Upon full completion of this form and returning it along with a completed and signed budget voucher, signed minutes, and attendance sheet to the USG Accounting office, your contract will be generated. It will be signed by our Office Staff and will be faxed to the Coach/Independent Contractor on the seventh business day from the receipt. Fax number or email address for Coach/Instructor/Independent Contractor is necessary.

Sponsoring Group: _____ **Date of the Event:** _____
Student Chair Name: _____ **Phone:** _____
Purpose of the Event: _____
Type of Request: (Ex: Coach, Instructor, Other) _____
Venue Location: (Where services are to be rendered) _____

Coach, Instructor, or Independent Contractor Name: _____
Phone: _____ **Fax:** _____ **Email Address:** _____

Amount to be paid to Coach, Instructor, or Independent Contractor: _____
USG Check payable to: _____
Mailing Address: _____
Street Address City State and Zip Code

Social Security or Federal I.D. Number of Coach, Instructor, or Independent Contractor:

If Applicable, Agency's

Name: _____ **Phone:** _____ **Fax:** _____
Mailing Address _____

Checklist:

All Coaches' contracts must obtain the following information:

- a. Resume
- b. CPR, AED, and First Aid Certifications
- c. W9 Form
- d. 1 page justification of why you need to hire the coach and their rate of pay
- e. Independent Contractor Form
- f. Independent Contractor Worksheet

