



Dear Prospective Course Instructor or Speaker:

Thank you for your interest in The Enrichment Academy program, a division of The Villages Recreation & Parks department. We are committed in helping stimulate and empower participants to learn new skills and become fulfilled in learning through knowledge, mastery, and growth. We provide community education and enrichment that helps enhance the social, recreational, educational, emotional and physical lives of our residents through an informal and stimulating classroom or lecture environment.

The Enrichment Academy team welcomes prospective instructors and special speakers to submit an application for review and consideration for our program. To ensure quality instruction, affordable pricing, and participant enrichment, all prospective Instructors and Speakers are required to complete and return The Enrichment Academy Course Instructor or Special Speaker application. Applications will be reviewed by Director of Recreation and Parks and Enrichment Academy staff. If it is determined the proposed course or lecture would complement the curriculum, does not promote a business, and has met all requirements, an appointment will be made with Enrichment Academy staff to finalize application selection process. Additional contractual agreement and policy information will be provided at this time.

**To be considered, you must meet the following expectations:**

- Must be 30 years of age or older with valid identification
- Have relative knowledge of submitted course or lecture topic
- Provide three (3) references relative to course or lecture topic
- Pass any requested background check
- Submit a completed, legible application
- Completed W-9 will be required if selected
- Adhere to the core values and guidelines of the VCDD Recreation Department.

Adding new instructors and special speaker lectures are vital parts of our curriculum process. We encourage you to become familiar with our curriculum before submitting a proposal. Please visit our website at [www.DistrictGov.org](http://www.DistrictGov.org) for additional Enrichment Academy information, news and updates. If you are interested in submitting an application for consideration as a course instructor or special speaker, please complete an application and submit to The Enrichment Academy via email: [TheEnrichmentAcademy@DistrictGov.org](mailto:TheEnrichmentAcademy@DistrictGov.org) or mail to: 984 Old Mill Run, The Villages, FL 32162. For questions regarding the application process, please feel free to email The Enrichment Academy manager or call 352-674-1800, Monday – Friday 8am – 5pm.

Sincerely,

Melanie Sarakinis

Recreation Manager- The Enrichment Academy

[Melanie.Sarakinis@DistrictGov.org](mailto:Melanie.Sarakinis@DistrictGov.org)



## The Enrichment Academy

### Our Purpose

"To provide and preserve community enrichment and the active lifestyle in The Villages® community, Florida's Friendliest Hometown®."

### Our Vision

"To create a dynamic personal enrichment culture that meets individual participants' needs, while being a cornerstone for learning."

### Our Mission

"Committed in helping stimulate and empower participants to learn new skills and become fulfilled in learning through knowledge, mastery, and growth."

### Speaker

**Purpose** - To prepare, present and motivate or educate participants on leading-edge research, historical events, innovative techniques, emerging trends, or real life experiences.

#### Expectations:

- Design, submit, and present a dynamic speaking presentation.
- Provide various delivery methods of presentation to afford an enjoyable environment for participants.
- No longer than 1-3 hours with appropriate breaks.
- Adhere to all deadline schedules regarding the submission of presentation materials.
- Arrange all necessary personal travel arrangements.
- Arrive to presentation facility early to confirm correct set-up, and complete audio and technology checks.
- Be creatively engaged in instructional development and research to improve participant learning and remain current in field of study.
- Abide by the policies and procedures of The Villages Community Development Districts and the Speaker Guidelines.
- Communicate with Recreation Manager/Supervisor concerning any issues related to Recreation Center operations.
- Demonstrate the ability to work well with people of diverse backgrounds.
- Abide by the Core Values and show an enthusiasm, dedication, sense of humor, and passion for educating others.
- Maintain a warm, helpful and friendly attitude inside and outside the speaking event.
- Expected to be flexible and responsive to change.
- Wear appropriate dress attire.





## The Enrichment Academy Speaker Application

### Applicant Information

(Print Clearly)

Name (Last, First, Middle): \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

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

Driver License #: \_\_\_\_\_

If you are not a US Citizen, are you legally permitted to work in this country? ☐ Yes ☐ No

Are you presently under contract with another learning facility? ☐ Yes ☐ No

Are you presently a Group Leader for a Recreation Resident Lifestyle Club? ☐ Yes ☐ No

Contact In Case of Emergency:

Primary Name (Last, First, Middle): \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Secondary Name (Last, First, Middle): \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

### Please Read Below Carefully

NOTE: Due to the role of Speakers, The Villages Center Recreation Department reserves the right to do a background check on all applicants. The department will utilize the website <http://offender.fdle.state.fl.us> for this service.

By affixing my signature hereto, I authorize The Villages Community Development District to obtain any file(s) or data to verify my education, previous employment, work history, military service, credit history, personal or business references, motor vehicle records and to receive any criminal history records pertaining to me which may be in Federal State, or Local Criminal Justice agencies in any state and/or other information as deemed necessary from all geographical locations in which have been employed or resided. I also agree to list all names to which I have been known in order to ensure a complete and accurate background check.

Other names by which known: \_\_\_\_\_

I authorized persons, schools, current and former employers, military agencies to release any information that is requested. This includes authorizing the release of information about non-judicial punishment that might have occurred in the Air Force, Army, Navy, Marines, National Guard or any other branch of military services. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information.

I understand that a felony conviction will not necessarily be a bar to employment and that such factors as age at the time of the offense, seriousness and nature of the violation(s) will be taken into account.

Furthermore, I agree that I will be in conformance with the Americans with Disability Act. I also acknowledge by my signature that I have been offered a position contingent upon a satisfactory background check.

Applicant Name (Please Print): \_\_\_\_\_

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



Proposed Lecture Title: *(Make it short and catchy)* \_\_\_\_\_

Proposed Lecture Description: *(Limit to 100 words. Remember to include what a participant can expect from the course experience)*

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List your most recent experiences as a Speaker:

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_

What training or certification do you have in this field?

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Our Speakers are paid a flat rate and are paid at the conclusion of the speaking engagement.

Please list a recommended fee for a 45 minute - 1 hour lecture and 15 minute Q & A: \$ \_\_\_\_\_

Will Speaker do a Question and Answer session at the end of the lecture? ☐ Yes ☐ No

Will Speaker appear on local radio or television, if requested? ☐ Yes ☐ No

Will Speaker autograph his/her works if arrangements are made? ☐ Yes ☐ No

This application will be received as a **request** and does not guarantee a specific facility, day or time. Similar times will be offered the same day and time as existing events whenever possible. We will do our best to accommodate your request.

**Please include with this application:**

- Your current resume
- References and a lecture outline
- Any floor plan or special room requirements

**Once lecture is approved, Speaker will be asked to submit the following:**

- A photo for publicity
- A short introduction







## Agreement Terms

By signing this agreement, Speaker certifies the answers given herein are true and complete to the best of his/her knowledge. Applicant understands any false or misleading information given in this application or interview may result in dismissal of agreement. Also understood by applicant is the requirement to abide by all policies and procedures of The Villages Community Development District, which includes no promotion of any kind of business or organization outside of The Villages CDD, and no operation of a business in a person's home.

Applicant Name (Please Print): \_\_\_\_\_

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

Please return completed application and attachments to:

Email: [TheEnrichmentAcademy@DistrictGov.org](mailto:TheEnrichmentAcademy@DistrictGov.org) Fax: (352) 674-1805

The Enrichment Academy:

ATTN: Academy Manager

984 Old Mill Run

The Villages, FL 32162



## Recreation Code of Conduct

When the Recreation Department undertakes programs and activities, we have certain expectations at our recreation facilities and use of those facilities. We require that since you have applied to teach at the facilities, you agree to the department rules and regulations that govern same. In addition we require that you will address any/all issues as reasonable adults, utilizing the mechanisms that are in place for resolution of such issues.

1. The use of obscenity, profanity or vulgarity in any conversations involving participants or department staff will not be tolerated.
  2. It is everyone's responsibility to maintain a safe, pleasant and comfortable classroom atmosphere.
  3. Every individual who participates in this program has the right to be treated with respect.
- The Golden Rule "Do unto others as you would have them do unto you" prevails.

## Our Core Values

We believe the following values are critical to our success. We strive to promote these values and demonstrate our commitment to them with our words and actions daily.

**Hospitality** - "The taste of the roast is determined by the handshake of the host." (Benjamin Franklin)

We believe in creating an atmosphere in every arena which is: of high quality, friendly, warm, comfortable, clean, honest, welcoming and like home.

**Innovation & Creativity** - We provide opportunities for learning and newness. Residents, employees, and all helpers are encouraged to grow and change. We embrace personal and professional progress. We believe in organizational innovation, risk taking, and "out of the box" thinking.

**Stewardship** - We believe each employee acts as a steward of our resources. Stewardship includes prudent decision making and accountability. We each embrace the full measure of both freedom and responsibility in the execution of our position. We choose to treat The Villages® and all its resources as "ours" to nourish and protect.

**Hard Work** - We are committed to excellence in all that we do. Our work ethic reflects a personal pride in our work and in our community. We believe in exceeding everyone's expectations with our effort and our results. We enjoy the good feeling derived from completing a job well done.

## Proprietary Activities at Recreation Centers

The sale of goods and/or services for profit in District facilities requires specific approval from the Director of Recreation. The Enrichment Academy Speakers will need to submit all course fee and supply needs of participants for prior approval.

## Acknowledgment

I have read; fully understand the "Recreation Code of Conduct," "Core Values" and Proprietary Activities as outlined above. I also understand that, if at any time I have questions regarding same that I can contact any member of the Recreation Department for assistance.

Applicant Name (Please Print): \_\_\_\_\_

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

*For questions regarding the Speaker Application and opportunities, or the Recreation Code of Conduct, please call The Enrichment Academy at (352) 674-1800, or visit our website at [DistrictGov.org](http://DistrictGov.org).*