

Memorandum for Record:

_____ has volunteered to provide fitness classes instruction for the USAG Stuttgart MWR Sports & Fitness Program.

Although, _____ is volunteering her/his time (not under contract), she/he is aware that due to the conflict of interest with our other fitness instructors (who are under contract), participants must pay to attend her/his classes; with the proceeds going to the NAFI/Family and MWR program.

_____ understands that:

- 1) All volunteers must be registered as a Sports & Fitness volunteer in Army Volunteer Management Information System (VMIS). Volunteer hours must be logged monthly.
- 2) Contracted instructors are given priority for class scheduling (time/day/location).
- 3) All classes are subject to evaluation by MWR Sports & Fitness. Should performance not meet expectations, classes will be removed from the schedule.
- 4) Classes are scheduled based on program needs and scheduling is subject to change at the discretion of MWR Sports & Fitness.
- 5) A minimum of 30 days' notice to Fitness Coordinator is required to add classes to the schedule.
- 6) Cancellations should be avoided, and attempts must be made to schedule a substitute. It is the responsibility of the primary instructor to coordinate a substitute instructor (all substitute instructors must be vetted through MWR Sports & Fitness).
- 7) Cancellations must be submitted to the Fitness Coordinator at least three days prior to the scheduled class. In the event of class cancellations on notice shorter than three days, it is the instructor's responsibility to notify fitness center staff.
- 8) MWR Sports & Fitness reserves the right to cancel or modify this agreement at any time.

Finally, _____ is aware that although she/he will not be under contract she/he will still need to maintain the following:

- ~Current nationally accredited fitness certifications
- ~Current CPR/1st Aid Certification
- ~Current registration in VMIS (Army Volunteer Management Information System)
- ~Local MP Background Check on File

Signatures of agreeance to the above are below by both parties.

Volunteer Instructor

Fitness Coordinator