



City of San Dimas  
Parks and Recreation Department

# Contract Class Proposal Handbook

Dear Potential Instructor,

Thank you for your interest in offering a recreation class to our community of San Dimas. The City of San Dimas Parks and Recreation Department is dedicated to providing the citizens, community organizations, and interest groups of the community a broad spectrum of activities during their leisure hours, based on their needs and desires to enrich the quality of life in the community. Programs and activities may be designed for preschoolers, school age children, teens, adults, older adults or families.

Our instructors are independent contractors for the City of San Dimas. This means that the instructor is a contract employee of the City of San Dimas, contracted to conduct specialized recreation programs of an instructional nature. As instructor you are responsible to provide all equipment and supplies needed to conduct your proposed class in a professional manner.

Instructors are contracted quarterly on a 68/32 basis. This means that instructors receive 68% of the registration fees collected; the City receives 32% of the registration fees collected. Instructors are paid at the conclusion of the session and checks are generally distributed within 2 weeks of the class end date.

Class instructors are required to be fingerprinted through the San Dimas Sheriff's Department and some instructors are required to carry liability insurance for the class they instruct through the program. A current copy of your insurance certificate and an additional insured endorsement will be required when you submit your Contractor Agreement for Recreation Class Instructor.

Please return the class proposal form to the Parks and Recreation Department at 245 E. Bonita Ave. San Dimas, CA 91773. Attach any additional information, certifications, samples of work or resume with this form.

If you have any questions feel free to contact us.

Sincerely,

Allyson Avila – Recreation Specialist (909) 394-6237

Kathleen Boneman – Recreation Coordinator (909) 394-6236

## **How It Works:**

The process begins with the independent contract instructor “proposing” a course or activity. There is a form enclosed in this handbook that you will need to complete when proposing a new course. The proposal is then submitted to the City of San Dimas Parks and Recreation Department.

The Recreation Coordinator will review the proposal, assess the “content” of the course/activity to determine its potential in meeting the Department’s vision and goals, and then contact you for a more detailed discussion.

Together, the Recreation Coordinator works with you to determine the specific design of a course/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant minimums and maximums, age ranges, and course descriptions, etc.

Once the San Dimas Parks and Recreation Department accepts your proposal, a formal written contract will be produced that will specifically outline the agreement.

# **Contract Sessions**

## **Winter Session: December - February**

In order to submit information for the Frontier Recreation Guide, your class worksheet will be due  
First Friday of September.

## **Spring Session: March – May**

In order to submit information for the Frontier Recreation Guide, your class worksheet will be due  
First Friday of November.

## **Summer Session: June – August**

In order to submit information for the Frontier Recreation Guide, your class worksheet will be due  
First Friday of February

## **Fall Session: September – November**

In order to submit information for the Frontier Recreation Guide, your class worksheet will be due  
First Friday of May.

# CLASS PROPOSAL

Please type or print in ink. A Separate Proposal required for each class.

Instructor Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Program Focus: (Please select all that apply to your proposed class.)

- Fostering Human Development: Dance, Art, Preschool, Skill Building, Continued Learning, etc.
- Improving Health & Wellness: Fitness, Healthy Habits, Aerobics, Stretching, etc.
- Increasing Safety: Safe Habits, Prevention, Life -Saving Skills, etc.
- Strengthening Families: Participating Together, Parenting Skills, Appreciation, etc.
- Connecting People to People: Social, Neighbors helping Neighbors, Friendships, etc.

Class Title: \_\_\_\_\_

Class Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Needed: \_\_\_\_\_  
\_\_\_\_\_

Special Requirements (supply fees, materials, type of facility, etc.): \_\_\_\_\_  
\_\_\_\_\_

Targeted Age Group: \_\_\_\_\_ Length (In hours per day) \_\_\_\_\_

Class Enrollment: Minimum Students: \_\_\_\_\_ Maximum Students: \_\_\_\_\_

Proposed Fee per Student: \_\_\_\_\_

Proposed Class Schedule:

	First Choice	Second Choice	Third Choice
Day(s)			
Time(s)			
Number of weeks			

Additional Comments: \_\_\_\_\_

# INDEPENDENT CONTRACTOR HISTORY

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Tax I.D. or Social Security # \_\_\_\_\_ Eve. Phone \_\_\_\_\_

Proposed course:

Related educational background \_\_\_\_\_

\_\_\_\_\_

Specialized training \_\_\_\_\_

\_\_\_\_\_

Agency	From:
Title:	To:
Description:	

Agency	From:
Title:	To:
Description:	

Agency	From:
Title:	To:
Description:	

## Related Experience

Other Courses qualified to teach \_\_\_\_\_

Fluency in other languages \_\_\_\_\_

References: (Work or teaching related)

	Name	Title	Day Phone
1.			
2.			
3.			

Have you ever been convicted of a felony, or within the past two years, a misdemeanor which resulted in imprisonment? Yes \_\_\_ No \_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_

I certify that all the statements on this application are true and complete to the best of my knowledge. I hereby authorize the City of San Dimas to investigate any information contained in this application. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal of contract.

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

