



Arcade Creek Recreation and Park District  
4855 Hamilton Street, Sacramento, CA 95841  
(916) 482-8377 Fax (916) 483-1320  
Email: acrpd@arcadecreekrecreation.com

## CONTRACT INSTRUCTOR'S PROPOSAL FORM

NAME OF PROGRAM: \_\_\_\_\_

### PROPOSED FORMAT:

*This information represents the Instructor's "ideal," and is intended as a starting place for discussions between the District and the Independent Contract Instructor.*

Course Length (1 day, 4 wks, 6 wks, etc): \_\_\_\_\_ # Day/Week: \_\_\_\_\_

Weekday(s): \_\_\_\_\_ Times: \_\_\_\_\_

Location and type of facility: \_\_\_\_\_

Min. Enrollment: \_\_\_\_\_ Max. Enrollment: \_\_\_\_\_ Age Ranges: \_\_\_\_\_

Per Student Fee: \$ \_\_\_\_\_ Additional Supply Fee: \$ \_\_\_\_\_

Other Specifications: \_\_\_\_\_

### INSTRUCTOR'S INFORMATION:

Instructor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

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

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## PROGRAM DESCRIPTION:

Please describe your program in 30 words or less:

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## METHOD OF LEARNING:

Participants in this program will be engaged in learning when (*Check all that apply*):

- ACTIVE INSTRUCTOR: Instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats if necessary.
- PASSIVE INSTRUCTOR: Instructor tells how it is done while participants try to initiate the steps.
- LECTURE: Instructor talks about subject while participants sit and listen.
- VIDEO: Participants watch a video.
- READING: Participants are given material to read and learn.
- PARENT PARTICIPATION: Parents are encouraged to participate with child and to repeat instructions to participant if necessary.
- TAKE-HOME: Participants take materials home with them.
- QUIZ: Participants take a written quiz or exam on material covered in class.
- PERFORMANCE: Participants have the opportunity to perform individually or as a group.
- SMALL GROUPS: Participants work in small groups to come together on a solution or project.
- STATIONS: Participants move among multiple stations.

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## PROGRAM FOCUS:

My program supports (Check the one that fits best):

- FOSTERING HUMAN DEVELOPMENT (Dance, Art, Preschool, Drama, Cultural, Continued Learning, Skill Building, Nature Appreciation)
- CONNECTING PEOPLE TO OTHERS (Social, Neighbors Helping Neighbors, Friendships)
- STRENGTHENING FAMILIES (Participating together, Appreciation, Parenting Skills)
- INCREASING SAFETY (Safe Habits, Prevention, Life Saving Skills, Crime Reduction)
- IMPROVING HEALTH AND WELLNESS (Fitness, healthy Habits, Aerobic, Strengthening, Endurance, Stretching)

## PROGRAM OUTCOMES:

☺ List up to 3 outcomes, by priority, using measurable action phrases such as: define, demonstrate, name, analyze. . .

☺ “As a result of their experience in this program, participants will be able to:”

1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTRACT INSTRUCTOR'S PROPOSAL FORM

**OUTCOME MEASUREMENT:**

How will the above outcomes be measured?

A success is defined as:

1		
2		
3		

**NEED FOR PROGRAM:**

Please list all other providers of a similar program in this community:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Service: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Service: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Service: \_\_\_\_\_

# CONTRACT INSTRUCTOR'S PROPOSAL FORM

Briefly outline what students in each class will learn:

WeekOne \_\_\_\_\_  
\_\_\_\_\_

WeekTwo \_\_\_\_\_  
\_\_\_\_\_

WeekThree \_\_\_\_\_  
\_\_\_\_\_

WeekFour \_\_\_\_\_  
\_\_\_\_\_

WeekFive \_\_\_\_\_  
\_\_\_\_\_

WeekSix \_\_\_\_\_  
\_\_\_\_\_

WeekSeven \_\_\_\_\_  
\_\_\_\_\_

WeekEight \_\_\_\_\_  
\_\_\_\_\_

# CONTRACT INSTRUCTOR'S PROPOSAL FORM

## INITIAL PARTICIPANT PETITION:

Please list at least 8 people who have agreed to participate in this program should we offer it.

	Name	(Hm) Phone	Cell Phone	Have you ever participated in an ACRPD program before?
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____

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**INSTRUCTOR QUALIFICATIONS:**

Please list previous experience in providing this service along with 3 references that can speak to your abilities/qualifications:

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

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

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

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

Organization: \_\_\_\_\_ Years: \_\_\_\_\_

Location: \_\_\_\_\_

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

Please provide a copy of all pertinent certifications held.

Please list other qualifications that may lead us to contract you for this service: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** You may substitute pre-prepared documents in place of this form as long as they answer the questions posed in this proposal.

# CONTRACT INSTRUCTOR'S PROPOSAL FORM

## **ABOUT US:**

Thank you for your interest in becoming an Independent Contract Instructor with the Arcade Creek Recreation and Park District (ACRPD). We are excited about the possibility of working together to reach our common goals and to serve our community.

The District is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefits of participating in recreational programs, classes and events are more important than the activity itself.

## **OUR MISSION:**

*To connect with our community by providing meaningful recreational experiences through diverse program development and efficient operation and maintenance of quality facilities.*

## **HOW IT WORKS:**

The Arcade Creek Recreation and Park District (ACRPD) utilizes Independent Contract Instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families, and seniors.

- 1 The process begins with the independent Contract Instructor “proposing” a course or activity. There is a form enclosed in this handbook that you are encouraged to use. The proposal is then submitted to this park district.
- 2 A Recreation Supervisor or Coordinator will then 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.
- 3 Together, the Recreation Supervisor or 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 maximums or minimums, age ranges, course descriptions, etc.
- 4 One the Arcade Creek Recreation and Park District and the Independent Contract Instructor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to supply.

## **ABOUT THE CONTRACT:**

All Independent Contract Instructors are in business for themselves. As such they carry their own liability insurance, workers compensation insurance, and are responsible for paying all local, state and federal taxes.

The Arcade Creek Recreation and Park District’s insurance does not cover Contract Instructors and their personnel.

The Arcade Creek Recreation and Park District reports all Contractor income to the IRS via the Form 1099.

Independent Contract Instructors and their personnel are required to be fingerprinted by the Sacramento County Sheriff. The cost of fingerprinted will be borne by the Contract Instructor.

## **COURSE DELIVERY POLICIES:**

Registration: All registration takes place through the ACRPD office. Instructors should not be collecting money or registration forms. Participants who have not paid, may not participate.

Course Rosters: A list of all course participants should be obtained prior to the start of each course. It is important to have the most up-to-date participant information. It is the instructor's responsibility to make sure his/her roster matches the participant roster kept by the district.

Evaluations: Participant Surveys should be obtained from the park office, given to participants on the final day of the class or quarter, and returned to the office.

Promotion: Arcade Creek Recreation and Park District will list all classes in the Activity Guide, which is mailed to every residence in the district. ACRPD will also regularly provide class information to local newspapers and other new media outlets. Class information will be provided in flyers or brochure handed out in district elementary schools. It is the instructor's responsibility to seek additional locations for flyer distribution and the dissemination of class information. All advertising done by instructor must represent the class as a ACRPD program.

Course Cancellation: In the event a class meeting needs to be cancelled, the instructor must contact the park district office immediately. The instructor will contact the class participants that the class will not meet that date. The instructor will reschedule the class with the district. Should the class be cancelled completely, the district will refund class payments to recipients.

Contractor Instructor Payment: Contract instructors generally receive a percentage of participant fees. Large participant levels will yield a larger income for the instructor. Payment takes place after the completion of each course.

## **POLICIES & PROCEDURES**

The Arcade Creek Recreation and Park District (ACRPD) also holds Contract Instructors responsible for the following policies and procedures:

- ◆ **Representing the District through Professional Conduct** – Though not employees of the park district, Contract Instructors do represent the district. To some participants, the Instructor is the only representative of the district they will see. Instructors must conduct themselves in a professional manner including dressing and speaking professionally, and supporting district policies and decisions.
- ◆ **Releasing of Minors** – At the end of the activity time, the Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized

by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Instructor must stay until all participants have left the facility.

- ◆ **Contract Instructor's Relationship with Participants** - The Instructor must not have contact with a single participant unobservable by other staff, parents or participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to do so.
- ◆ **Safety of Participants** – The Instructor's primary responsibility is to ensure the safety of participants involved with your activity. Visually inspect the programs and facilities you are working in. If any aspect of the area appears unsafe, it is your responsibility to notify the park district's building monitor and to take actions that will ensure participant safety.
- ◆ **First Aid Provision** – It is the Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.), the first aid kit will suffice. For serious accidents, **DO NOT MOVE** the injured participant. Immediately call 911. If a child is involved, notify the parent/guardian immediately.
- ◆ **Discrimination and Harassment** – The Arcade Creek Recreation and Park District has a strong policy against any form or type of discrimination and harassment by, among, or to its representative. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.
- ◆ **Personal Business** – The Instructor may not receive or make personal phone calls, nor have their own children with them, while performing services.
- ◆ **Closing of Facilities** – When leaving, the Instructor must ensure that all doors are locked securely, alarms set, and all lights and a/c turned off (if applicable). If district building monitors are present, the Instructor is to notify them that their class is completed. If Instructor's class is the last program of the day, they are to wait for the building monitor to lock up and leave the premises together. This is to insure the safety of the instructor and park staff.