



PARKS & RECREATION DEPARTMENT
CLASS PROPOSAL FORM - FOR NEW & RETURNING CONTRACTORS

Send To: prregistration@ci.hercules.ca.us

Fax To: 510-799-8288

(Please provide separate forms for each class or age group)

INSTRUCTOR INFORMATION

Last Name		First Name		M.I.
Name of Business or Organization				
Address		City	State	Zip
Home or Business Phone #		Cell #	Fax #	
Email		Web Address		
Who should checks be payable? <input type="checkbox"/> Individual or <input type="checkbox"/> Business		For tax purposes Only Social Security or Tax ID #		

CLASS DESCRIPTION

Proposed Class Title:

Class Description for Activity Guide (Include benefit statements and "you" language, **50 words max**)

CLASS PREFERENCES

Do you have a preference to teach this class? Weekdays Weekday Evenings Weekends

Day(s)/time(s) you'd prefer? _____ Day(s) / time (s) you can't teach? _____

CLASS INFORMATION

Age Min.	Age Max	Min. class enrollment	Max. class enrollment
Supply/Material Fee: (Payable to Instructor 1 st Class)		Items provided:	

Special Room Requirements:

Days	Start/End Date(s) <i>Preference</i>	Start/End Time(s) <i>Preference</i>	No Class Dates (i.e. Holidays)	# of Classes	*Suggested Course Fee	Per class Fee	(Office Use Only) Course Number

Office Use Only

Date Received	Staff Initials	CLASS Entry	Staff Initials
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CONTRACT INFO

***Suggested Course Fee** should account for the **contractual percentage split** between instructor and City.

- Compensation begins at 50% of collected fees (this is suggested and not an agreed upon amount).
- Compensation is based on **Resident rate only**. A \$3 processing fee and a non-Resident rate will be added to your suggested fee.
**i.e. IF you suggest class meets 5 times at a cost of \$100, the class would list for \$103 Res and \$108 non-Res. And...
IF the class is a 50% agreement, you can expect \$50 per student that completes your class.*

AGE GROUP

- | | |
|---|--|
| <input type="checkbox"/> PreSchool (ages 2-5) | <input type="checkbox"/> Adults (18 & up) |
| <input type="checkbox"/> School Age (6-12) | <input type="checkbox"/> Mature Adults (50 & better) |
| <input type="checkbox"/> Teens (13-17) | <input type="checkbox"/> Developmentally Disabled |

SUBSECTION

- | | | |
|--|---|---|
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Dance, Music & Performing Arts | <input type="checkbox"/> Health & Fitness |
| <input type="checkbox"/> Enrichment | <input type="checkbox"/> Special Interest | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Trips | <input type="checkbox"/> Workshop | <input type="checkbox"/> Other |

ACTIVITY GUIDE DATES

- Fall (Sep - Dec); approximate due date = 1st week May (or earlier)
 - Winter/Spring (Jan - Apr) approximate due date = 1st week September (or earlier)
 - Summer (May - Aug); approximate due date = 2nd week January (or earlier)
- Your proposal should cover the same dates each guide covers. **Late or incomplete proposals** may result in not being part of the guide.

REFERENCES

- | | |
|---|---|
| <input type="checkbox"/> New Contractor: Please provide 3 references with phone numbers. | <input type="checkbox"/> Continuing Contractor with the City of Hercules |
|---|---|

Name	Phone	Email
Name	Phone	Email
Name	Phone	Email

INSTRUCTOR INFO

Your Experience and Qualifications:

Your Bio: skills, certifications, accomplishments...as they pertain to what you are teaching. This info may be used in in our Activity Guide, or on our social media i.e. the City of Hercules's Facebook page, or in other marketing efforts. **Limit 50 words.**

INSTRUCTOR REQUIREMENTS

IF you are selected to teach a class through the City of Hercules Parks & Recreation Department, there are a variety of things that you will be required to do, including, but not limited to the following...

- Insurance: City Attorney determines level of insurance. Businesses are required to name COH as additional insured \$1mil.
- Live scan: Independent contractors must get prints done with COH form, at contractor expense. Businesses may provide affidavit.
- TB clearance (every 2 years): If working with minors (under 18), proof of TB clearance required. Business letter may apply (ask).
- W9: All contractors must provide an updated W9 annually.
- Independent Contractor Acknowledgment form: All contractors must sign this form annually.
- Mandatory contractor's meeting: All contractors must attend the contractor meeting annually. Date: TBD.
- Other

Please provide camera ready photos (300dpi). Photos are encouraged during your classes. Please send all photos to the Hercules Parks & Rec department at the information below...

Return Proposal Forms to: City of Hercules Parks & Recreation Department
 2001 Refugio Valley Road; Hercules, CA 94547
 (510) 799-8291 / Fax (510) 799-8288 / email: prregistration@ci.hercules.ca.us

**All proposals will be reviewed by the Parks & Rec Marketing team and/or by a Marketing team member. We make no guarantees to work with your program just because you submit a form. Not all proposals are going to be a good fit for us or our facilities. In addition, if a class is not producing, we reserve the right to cancel classes and/or no longer offer the program.*