



June 25, 2012

Dear Potential Instructor:

On behalf of the City of Pasadena Human Services and Recreation Department, we thank you for your interest in teaching a contract class. The City takes great pride in offering recreational activities that enrich the lives of our participants and we have designed the class proposal process to generate the best combination of quality classes possible.

If you are interested in instructing a course during the **Fall 2012** session, which covers the months of October 8, 2012 through December 31, 2012, please note the following:

- A completed Contractor Proposal Form is due by the end of the day Wednesday August 10, 2012. A separate application must be submitted for each class topic you are proposing to instruct.
- **Applications must be submitted to Victory Park Center** located at 2575 Paloma Street, Pasadena, CA 91107. (626 744 7500) Applications can be mailed, dropped off or e-mailed. **Faxed copies will not be accepted.**
- Perspective instructor and/or businesses may be requested to come in person and present their proposal and provide relevant experience. Applicants will be notified in writing once a decision has been made.
- Upon review and acceptance of proposed classes, all new instructors will be invited to attend an orientation. Our new instructor orientation will cover our standard procedures, policies, facility amenities, and provide an opportunity for incoming instructors to voice questions or concerns.

Please remember that all documents are available on line through our Department website at www.ci.pasadena.ca.us/HumanServices/. Feel free to contact us if you have any questions about the process or even if you have an idea for programming that you would like us to explore. We can be reached by phone at the numbers below our name during normal business hours of 7:30 a.m. to 5:30 p.m. Monday through Thursday and every other Friday.

Respectfully,

Kenny James, Recreation Supervisor
626 744 7509

Leonardo Chavez, Recreation Coordinator
626 744 8336



HUMAN SERVICES & RECREATION DEPARTMENT

CONTRACTOR PROPOSAL FORM

Fall 2012: October, 2012 - December, 2012

To be considered for the **Fall 2012** session, your application must be complete. Submitting an application does not guarantee your class will be offered. Only information included on this two-page application will be considered so please do not include any attachments. **Applications are due by 5:00pm Wednesday, August 10, 2012. Applications must be submitted to Victory Park Center** located at 2575 Paloma Street, Pasadena, CA 91107. Applications can be mailed, dropped off or e-mailed to kjames@cityofpasadena.net
Faxed copies will not be accepted.

Contact: _____ Company: _____

Address: _____ City: _____ Zip: _____

Home: _____ Work: _____ Cell: _____

Please indicate which phone number(s) may be released to potential participants: Home Work Cell

Email: _____ Webpage: _____

Class Title: _____ Class Location: _____

Class Description:

Desired Start Date	Desired End Date	Day of the Week	Start & End Time	Number of Weeks

Are there any dates when classes will not be held?

Note: City facilities will be closed on Monday, September 3, Labor Day. Please list date(s) you will not be offering class.

Registration Deadline (If any): _____

Special Equipment Needed by Instructor: _____

Student Should Supply the Following: _____

Class Minimum: _____ Class Maximum: _____ Age Group: _____

Class Fees per person. \$ _____

Material Fee: If you choose to include a material fee, please provide an itemized list below. Please also note if the fee is optional.

Item With Brief Description	Cost Per Unit

Submit an additional application for each class topic you would like to propose.

<p>Free Demo Day Having a free demo day has boasted class enrollment for many instructors. Consider offering a free class day one week prior to the beginning of the first class/session. Program staff will notify if your demo day has been approved and will confirm the date, time, and location.</p> <p>Proposed Date: _____ Time: _____ Location: _____</p>

General Information:

- Form must address logistics as requested in full (i.e., description, dates, times, vacation dates, registration deadline etc.). Proposals and attachments may not be submitted in lieu of the Intent to Instruct Application.
- Each instructor is required to attend the first class meeting of all classes advertised in the City recreation brochure, regardless of the number of actual number enrolled unless instructor advertises a registration deadline for the class or the class is a 1 or 2 day workshop. Setting registration deadlines is strongly recommended.
- Please note that classes will not be held on any City observed holidays.
- No additional classes other than what is advertised in the brochure will be permitted.
- Classes that are cancelled due to low or no enrollment for two consecutive quarters will be taken out of circulation.
- The contract instructor position is a contract position, has no benefits, and does not guarantee a salary.
- The City handles all registration for classes. Instructors are not permitted to collect fees under any circumstance with the exception of supply fees. 100% of supply fee goes to the instructor.
- The City will pay the instructor an amount equal to 60% of the total gross enrollment fees collected.
- Completing this form is NOT confirmation that your class has been approved.
- It is a requirement that all instructors/subcontractors/volunteers/assistants working with minors (under age 18) participate in a fingerprinting and background check. This requirement is in accordance with California State Law, Fingerprinting-section 5164.
- Instructors are required to obtain written authorization from the City prior to assigning subcontractors. Subcontractors are required to complete an Independent Contract Instructor Background Check Form outlining their qualifications to instruct the proposed course and must pass a reference check consisting of (3) three professional contacts.
- Instructors are required to attend one instructor meeting per fiscal year to instruct for the City.
- Independent Contract Instructors will not discriminate against any employee, volunteer, participant or student due to race, religion, creed, color, national origin, gender, sexual orientation, physical or mental handicap, marital status, veteran status or age.

I have read and understand the above policies and understand that completing this form is not a confirmation that my class(es) has been approved. I further understand that I must sign an Independent Contract Instructors agreement prior to instructing.

Signature: _____

Date: _____