

Hesperia Recreation and Park District

How to Submit a Proposal

Thank you for your interest in becoming a Contract Instructor. We look forward to working with you on your future class. Our process is simple.

1. Fill out the attached proposal form as completely as possible. The more information we are given at the start of the process, the more quickly the process can continue.
2. When proposing a class, please keep in mind that we will not approve a class that is similar to programs we currently offer. Please read the most recent District publication to see what we currently offer, (a web version is available to read at www.HesperiaParks.com).
3. When calculating your price per class and minimum amount of participants, keep in mind that instructors receive 65% of registration fees collected.
4. Submitting a proposal does not guarantee that the class activity or program will automatically be added to our offerings. Additionally, once added, no guarantees are made that the District will continue offering the activity or program.
5. Once a proposal is submitted, it will be reviewed by the supervisor.
6. It typically takes two months from the time a proposal is submitted to the start of a class. This is partly due to the fact that we would prefer to offer several weeks of advertising before the first day of class.

Date Submitted: _____

Hesperia Recreation and Park District

CONTRACT INSTRUCTOR PROPOSAL FORM

Please complete this form in order for the District to fully understand the class/program you are proposing and how it will benefit the community. Return it to the Hesperia Recreation and Park District Office, 16292 Lime Street, or mail to P.O. Box 401055, Hesperia, CA 92340. Please note that if you need to make additional comments, space is provided on the back of this form.

NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

1. What type of class/program are you proposing? _____

2. Are you going to offer different levels of this class? Yes No

Please check all boxes that apply. Beginner Intermediate Advanced

3. Do have any experience in this type of class/program you are proposing? If so, where did you gain this experience? _____

4. What days/times/age groups are you available to teach this class/program?

5. Contracts are based on a 65/35 ratio, 65% Instructor, 35% District. Based upon this, how much would you charge for this class/program? _____
