

Hesperia Recreation and Park District

CONTRACT INSTRUCTOR PROPOSAL FORM

Date Submitted: _____

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 proposal form completely. The more information we are given at the start of the process, the more quickly the process can continue.
2. When proposing a class, 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; The District retains 35% of registration fees for facility use and indoor costs.
4. Submitting a proposal does not guarantee that the class activity or program will automatically be added to our offerings.
5. Once a proposal is submitted, it will be reviewed and may be approved.
6. If approved, it typically takes two months from the time a proposal is approved 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.

NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

1. What type of class/program are you proposing (be specific)? _____
2. Are you going to offer different levels of this class? Yes No
Please check all boxes that apply. Beginner Intermediate Advanced Other
3. What experience do you have in this type of class/program? _____

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

5. How much would you charge for this class/program? _____
6. What is the minimum and maximum amount of participants for each class?
Minimum _____ Maximum _____
7. How soon would you like to start? _____
8. Do you have any specific facility needs, indoor/outdoor? Please explain. _____
9. Other than the District postcards and publications, how do you plan to advertise? Do you currently have any participants or prospects? _____

Please attach any documents that would aid in understanding your proposal.

Note: All Contract Instructors must be fingerprinted by Hesperia Recreation and Park District prior to the finalization of the contract. Fingerprinting information will not be accepted from other organizations. Contract Instructor will be responsible for any costs associated with being fingerprinted.

Additional Comments: _____

Download and send completed form using the submit button below or print and take to Hesperia Recreation and Park District at 16292 Lime Street, Hesperia, CA 92345.