



2/24/2011

Dear Potential Program Instructors,

South Whidbey Parks and Recreation is now recruiting instructors for a variety of classes and activities to be taught through the Park District. The following proposal packet is designed to help us provide quality programs to the citizens of South Whidbey.

Summer Proposals Due March 15 (For programs in May – August)

Activity Guides will be published/distributed mid-April

Fall Proposals Due July 1 (For programs in September – December)

Activity Guides will be published/distributed early September

Winter Proposals Due October 15 (For programs in January – April)

Activity Guides will be published/distributed mid-December

Please complete the program proposal and submit it to the Program Coordinator by the dates above. SWPRD reserves the right to reject or approve any proposal for any reason. Submitting a proposal does not guarantee placement on the program schedule.

The Approval Process

- 1) A potential instructor submits a program proposal to the Program Coordinator. Please include images (helpful for promotion) and copies of any applicable licenses or certifications. Submit this form to the SWPRD Program Coordinator by mail to: P.O. Box 136, Langley WA, 98260 or email to programs@whidbey.com.
- 2) The Program Coordinator will review the proposal, and assess the content of the program to determine its potential in meeting the District's vision and goals.
- 3) The Program Coordinator may work with you to determine the specific design of the course/program/activity in regards to suitability, availability, fee structure, time frames, participation requirements, age, descriptions, etc.
- 4) The District and the Independent Contractor establish the following:
 - o If the proposal meets the necessary requirements of the District
 - o If the proposed instructor is a fit to instruct the program and represent the District.
 - o If the proposal is a viable program, with a potential for adequate number of registrants.
- 5) Finally, a written contract will be produced by the District for your signature, stating specifically the course/program/activity which you are agreeing to provide.

Sincerely,

Carrie Monforte

Program Coordinator - South Whidbey Parks & Recreation District

Phone 360.221.6788 Fax 360.221.7323

programs@whidbey.com www.swparks.org

PROGRAM PROPOSAL FORM***Instructor Information***

Instructor Name _____ E-mail _____

Phone _____ Cell _____

Mailing Address _____

May we list your phone number and/or email on flyers and other class information? ☐ Yes ☐ No***Program Information***

Title of program _____ Preferred location _____

Brief description of program (for publications, 50-100 words) _____

Additional course details _____

Age & skill level of participants _____

Are there any pre-requisites for class? _____

Supply list for participants _____

Dates of program _____ Day(s) of week _____ Time _____

Dates excluded from program schedule (holidays, etc) _____

Maximum # students _____ Minimum # students _____ (May be assigned by SWPRD)

Requested compensation _____

(i.e. typically 80% of registration fee revenue, please suggest a fee amount)

Recommended registration fee _____

Additional materials fee, if any \$ _____ Materials include _____

(Materials fee is paid by student directly to instructor. SWPRD does not take a percentage of this fee.)

Qualification Information

Your training, education, and experience as it relates to this class (please attach documentation where possible)

Please list three references (not family) who know of your ability to lead this program.

(1) Name _____ Phone _____
 Email _____
 Relation to You _____

(2) Name _____ Phone _____
 Email _____
 Relation to You _____

(3) Name _____ Phone _____
 Email _____
 Relation to You _____

I understand that this proposal will be reviewed by SWPRD before approval. Upon approval, instructor must fill out and comply with contractor agreement forms. Instructors must submit an invoice for compensation, which may take up to 45 days after submission. All instructors are required to complete and successfully pass a criminal history background check before class starts. SWPRD reserves the right to cancel a class if minimum or quality standards are not met.

Signature _____ Date _____

General Information

As a class instructor, referred to from this point on as "Contractor", you agree to the following if your program is accepted:

- 1) The Contractor will provide services in accordance with the provisions in the program description as detailed in the updated program proposal.
- 2) Contractor will receive payment after the class has been conducted or completed. Payment reflects the agreement in the contract and any expenses for supplies thereafter.
- 3) SWPRD will make payment to the contractor within 45 days of receipt of the Contractor's invoice.
- 4) The contractor understands that no insurance of any kind is provided to the contractor by SWPRD.
- 5) Contractor agrees to hold the class or activity if the minimums are met by preregistration.
- 6) SWPRD agrees to provide space for the activity, and publicity for the activity by advertising in the Activity Guide publication. SWPRD will provide prior to the start of class a list of participants and phone numbers, upon request.
- 7) Should changes in the class time or location be made either as a result of the instructor or SWPRD, both SWPRD and the instructor will work to rearrange the class with the participants.
- 8) SWPRD is not responsible for the damage to any equipment that is the personal property of the instructor used in performing the services.
- 9) Contractor agrees to not allow any participant unless they have signed proper paperwork and payment.

Contractor Signature _____ Date _____