

Contract Class Instructor Proposal Application



City of Chino Hills
Community Services Department

The City of Chino Hills Community Services Department is always looking for qualified and dedicated instructors to offer a variety of programs to our residents and surrounding community. The best contract instructor candidates are individuals who combine a sincere interest in community service with a desire to supplement their existing income.

WHAT IS A CONTRACT CLASS INSTRUCTOR?

A contract class instructor is an independent contractor for the City, not an employee who is interested in providing a service to the community in the form of a class, workshop, or camp.

Contract class instructors are not eligible for social security, worker's compensation or retirement benefits. The City will report your income to the IRS on a 1099 form at the end of each year.

CONTRACT CLASS INSTRUCTOR REQUIREMENTS

1. Instructor must submit a COMPLETED Contract Class Instructor Proposal Application.
2. Instructor must be eighteen (18) years of age or older.
3. Instructor must be qualified to perform their services as described in their submitted proposal to the City.
4. Instructor is responsible for all class curriculum development.
5. Instructor is responsible for training, supervising, evaluating, and scheduling of all their programs and representatives.
6. Instructor shall be responsible for providing all supplies, equipment, personnel, materials, and any additional publicity desired for the class, at the instructor's sole expense.
7. Instructor must be able to demonstrate the ability to expand existing classes or create new classes to meet the growing needs of the community.

Upon approval as a Contractor Instructor:

8. Instructor must sign and agree to the City of Chino Hills Contract Instructor Agreement. (Appendix A: Sample Agreement).
9. Instructor and their representatives (employees, volunteers, and/or assistants) must submit to and pass a Fingerprinting Background Check.
10. Instructor must provide and maintain general liability insurance. If an instructor has employees they will be required to maintain workers compensation and employer's liability insurance.
11. Must hold a valid City of Chino Hills business license.

HOW TO BECOME AN INSTRUCTOR

If you are considering teaching a class for the City of Chino Hills a Contract Class Instructor Proposal Application must be filled out completely and submitted by the seasonal deadline (see chart on page 5). Incomplete applications or applications received after the seasonal deadline will not be reviewed. Submittal of a Contract Instructor Proposal is not a guarantee that the contract program will be accepted.

Here are some helpful questions to consider before submitting a contract class instructor proposal application:

1. Is the program going to enhance the City of Chino Hills recreational, social, and educational needs?

Examples are:

Active Adults 50+ Programs	Enrichment
Arts and Crafts	Family Activities
Camps	Health and Wellness
Cooking	Holiday Programs
Communication/Language	Parenting
Cultural Programs	Science and Nature
Dance, Music, or Drama	Special Needs Programs
Educational Programs	Sports and Fitness

2. The City will not contract programs that fall into any of the following:
 - a. Programs that subject participants to investment advice, ventures that may pose financial risks or solicitation, and/or sell projects or services.
 - b. Programs that imply religious instruction, offer a religious-based program or service, and/or infer practices or rituals.
 - c. Courses that promote alcohol, illegal drugs, drug or weapon products, paraphernalia, firearms, tobacco, gambling, and/or adult oriented or sexually explicit materials.
3. Is the program being requested by the citizens of Chino Hills and does it fit the demographics of the City?

Visit the City's website at www.chinohills.org/Demographics for a better idea of the City's current demographics.

4. Is the program currently being provided by the Community Services Department? Would this create an unnecessary duplication of the service or compete directly with programs that the City currently operates?

For the current listing of the programs offered, visit our Recreation Guide and City News online at www.chinohills.org/RecOnline, or pick up a current copy at the Chino Hills Community Center or City Hall Recreation Office.

5. Do you have a meeting location for your program or class?

Contract Instructors have the option to conduct their programs at City facilities or at their own commercial facility (limited to bordering cities of Chino Hills only).

City Facilities:

- Chino Hills Community Center
- McCoy Equestrian and Recreation Center
- Grand Ave Park and Community Building
- Mystic Canyon Community Building
- Chino Hills Community Park
- Various City Parks

*Use of City facilities are based on availability and authorization of program usage at the facility.

6. How often would I offer my class?

It is important to review the City's seasonal date ranges (see page 5) to see if your program fits with the City's set program dates.

7. Who will collect the registration fees?

The City of Chino Hills collects all registration fees; class-site registration is not permitted. Registration is accepted through the City's online registration system at www.chinohills.org/RecOnline or in person at one of our recreation offices locations; Chino Hills City Hall Recreation Office, 14000 City Center Drive, or the Chino Hills Community Center, 14250 Peyton Drive.

8. How much will I make as an instructor?

Instructors are paid based on a percentage of the gross activity fee. Gross activity fee is after a \$5 administration fee per student is deducted. The Administration fee is retained by the City to cover facility usage,

registration, administration, and promotion of your class in the City Recreation Guide and City news. Instructor percentages are determined based on the type of class and the facility being City or privately owned. The City of Chino Hills cannot guarantee the number of courses, the number of students, or the amount of revenue the course may receive.

Example:

$\$45 \text{ per student (4 week class) - } \$5 \text{ admin fee (per student) = } \40
$30 \text{ students} \times \$40 = \$1,200$
Instructor Percentage 60%, City Percentage 40%
$\text{Instructor percentage } \$1,200 \times 60\% = \$720$
$\text{City Percentage } \$1,200 \times 40\% = \$480$

9. How should I charge for my classes?

To determine what to charge consider the California minimum wage and build your cost with materials, additional preparation time, and personnel assistance. Base the cost on the minimum number of student you can teach and still make a profit (if desirable).

Material fees are permissible and are made payable directly to the Contract Instructor with prior City approval. Examples of a material fee are materials needed for a one-time performance at the end of the class session or optional uniforms for the class.

SUBMITTING YOUR PROPOSAL APPLICATION

1. A completed application must be submitted by the seasonal deadline. Incomplete applications or applications not submitting by seasonal deadline will not be reviewed.

City of Chino Hills Recreation Guide & City News	
Seasonal Date Ranges	Deadline to Submit Proposal Application
Winter: January – February	June 1
Spring: March – May	August 1
Summer: June – Mid August	November 1
Fall: Mid August – December	February 1

2. City staff will review application proposals during the City's seasonal planning session. Proposals will be considered for inclusion as a City-offered program through the contract class program and promoted in the City of Chino Hills Recreation Guide and City News, provided all criteria listed below have been met:
 - a. Program is not a duplication of an existing program or program that sufficiently meets demand.
 - b. Program does not pose an unreasonable safety risk to participants.
 - c. Course title and subject matter are interpreted as an appropriate City Service consistent with the City's adopted policies, mission, goals, and strategic plans.
 - d. Registration revenues based on projected course attendance are anticipated to be sufficient to recover costs borne by City.
3. If the proposal meets the City's requirements as a recreation program and facility space is available a one-on-one meeting will be set to start a Contract Class Instructor Agreement.
If your proposal does not meet the City's requirements or facility space is not available a written notification will be sent to you.

CITY OF CHINO HILLS



Community Services Department Contract Instructor Proposal Application

Contact Information

Legal Business Name: _____

Factitious Name (dba), if any: _____

Main Contact Name: _____

Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Website: _____

Are you 18 years or older? Yes/No How many years of experience do you have? _____

Chino Hills Business License #: _____ Expiration Date: _____

Is this business non-profit (501©3)? Yes/No

If yes, please provide Articles of Incorporation.

Please indicate your background and experience as it relates to this class:

Please list previous or current experience in providing this service along with a reference contact.

Organization _____ Years _____

Location _____

Reference Name(s) _____

Phone/Email _____

Organization _____ Years _____

Location _____

Reference Name(s) _____

Phone/Email _____

Do you have any employees, volunteers, instructors, or aids that will be helping you?

Yes/No

If "yes" please provide name(s): All must be fingerprinted and circle which applies.

Name: _____ Employee/Volunteer/Independent Contractor

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Name: _____ Employee/Volunteer/Independent Contractor

Class Proposal

*may be used for multiple submittals of programs



Instructor Contact:

Business Name: _____

Instructor Name: _____

Class Proposal

Proposed Name of Class: _____

Proposed Season: Winter Spring Summer Fall

Proposed location: Private Facility City Facility City Park

Type of Facility Needed: _____

Length (30, 45, 60 minutes): _____ Length of Class (1 day, 4, 6, 8 weeks): _____

Participants Ages: _____ Minimum/ Maximum # of Students: _____

Proposed Fee: \$ _____ per class month session

Material Fee? Yes No If "yes" how much is the fee? \$ _____

What does the material fee cover? _____

Proposed Schedule

1st Choice

2nd Choice

3rd Choice

Day(s) _____

Day(s) _____

Day(s) _____

Time(s) _____ am/pm

Time(s) _____ am/pm

Time(s) _____ am/pm

Class Description: _____

Program Goals and Objectives: _____

*** Please attach a sample lesson plan, flyers, or any additional content that pertains to your class proposal.**

After review of the your information provided you will be contacted by the Community Services Department within 30 working days after the season deadline of submittal. Completion of this information form does not imply a contract. Therefore, no guarantees can or will be made for the proposed class to be offered by the City of Chino Hills Community Services Department.

Signature/Date: _____

Internal Use

Date Received: _____

Staff Initials: _____

Date Reviewed: _____

Coordinator _____ Supervisor _____