



RECREATION AND COMMUNITY SERVICES

CONTRACT CLASS PROPOSAL

661.250.3715 | ContractClasses@santa-clarita.com

Thank you for expressing an interest in our Contract Class program! The City of Santa Clarita's Recreation and Community Services Division (RCSD) is dedicated to building strong communities and individuals through recreational and enrichment opportunities. Programs may be designed for preschoolers, school age children, teens, adults, seniors, or even families.

Become a Contract Instructor!

A "Contract Instructor" is an independent contractor for the City (Contract Instructors are not employees) who is interested in providing a service to the community in the form of a class, workshop, or camp. Instructors are contracted quarterly on a percentage split. This means instructors who use a City facility will contract on a 60/40 split, with the instructor receiving 60% of the revenue and 40% to the City; an instructor that uses their own facility will contract on a 70/30 split, with the instructor receiving 70% of the revenue and 30% to the City.

All who are interested in becoming an instructor must complete the Contract Class proposal and submit it to the Contract Class office.

How it works...

1. Potential instructor submits a Contract Class proposal
2. Contract class proposals will be reviewed for consideration as a City offered program if the course meets the established criteria (see criteria section below)
3. If the proposal meets the criteria, City staff will contact the potential instructor for an interview and perform reference checks
4. If accepted, City staff will contact potential instructor to schedule an Orientation
5. If denied, applicant will receive an email notification and the class proposal will remain on file for (1) one year

Contract Class Criteria

The RCSD will ensure the following criteria is met when reviewing class proposal(s):

- Is not a duplication of an existing class or program
- Meets community demand
- Does not pose an unreasonable safety risk to participants
- Class curriculum and activities is interpreted as an appropriate City service in accordance with all ordinances, policies, and regulations of the City
- Does not subject participants to investment advice, ventures that may pose financial risks or solicitation, and/or sale of products or services
- Does not offer, imply and/or infer religious instruction, practices or rituals; is not a religious based program or service
- The Contract Class staff reserves the right to interpret proposals in a manner he/she deems fair and equitable in accordance with the goals and objectives of the Contract Class program

Contract Class Requirements

Accepted applicants will be contacted to schedule an Orientation to review and determine the following (*all offers of acceptance are contingent upon receiving documents below*):

- Introduction to the Instructor Handbook
- Complete the Department of Treasury Internal Revenue Service W-9 Form
- Complete fingerprinting and background check through the Department of Justice Live Scan – Required for all contract instructors and subcontractors ages 18 and older (excludes volunteers). The fingerprint fee is \$46 each and payment is the responsibility of the instructor.
- Finalize proposed course information (description, fee, materials, etc.)
- Submit a Liability Insurance Certificate (only those instructors using their own facility or classes identified as high-risk are required to carry liability insurance and name the City as an additional insured. The minimum insurance coverage is \$1,000,000.00.
- Submit a Certificate of Occupancy Permit/Approval to Use (only for those using their own facility).
- Site Tour (City facility) OR Site Inspection (off site facility)
- Attend the quarterly instructor meeting
- Sign the Contract Class Instructor Agreement quarterly

Additional Questions?

If you have any questions after reviewing this information, feel free to contact staff by phone at (661) 250-3715 or by email to ContractClasses@santa-clarita.com.



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(A separate form is required for each class or age group)

Contact Information

Last Name	First Name	M.I.	Date
Business Name			
Street Address		Apt/Unit #	
City	State	ZIP	
Primary Phone		Secondary Phone	
Website		Email Address	

Class Description

Title of Class
Desired Location (City Facility/Private Facility):
Class Description (40 words maximum)

Category (Select One)

- Child Development (ages 2-5) Youth Sports (ages 3-17)
 Youth and Teen (ages 6-17) Tennis (ages 4 and up)
 Adult (ages 18 and up)

Subsection (Select One)

- Special Interest Dance
 One-Day Workshop Health and Fitness
 Art Other

Class Information

Season(s):	<input type="checkbox"/> Winter (Jan.-March)	<input type="checkbox"/> Spring (March-May)	<input type="checkbox"/> Summer (June-Aug.)	<input type="checkbox"/> Fall (Aug.-Dec.)
Age Min	Age Max	Min. Class Enrollment	Max Class Enrollment	
Check One (if applicable) Fee will include	<input type="checkbox"/> Supply Fee (operational cost) \$_____		<input type="checkbox"/> Material Fee (participants keep) \$_____	

Session Information

Day:	Time:	Duration:	Class Fee:

Qualifications

Please list your experience and qualifications

References

New Instructor: Please provide 2 references Continuing Instructor: No references necessary

Name	Phone	May we contact them?	Yes/No
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Office Use Only

Date Received:	Approved/Denied	Staff Initials:	Date:
Approved Proposals:	Interview Date: _____	Approved/Denied	Staff Initials: _____
	Reference Check Date: _____	Approved/Denied	Staff Initials: _____
	Orientation Date: _____	Requirements Met:	Yes/No
Denied Proposals:	Criteria/Requirement not met: _____		Notified Date: _____

Return proposal forms to: **Mail:** Attn: City of Santa Clarita - Contract Classes Office
 20880 Centre Pointe Parkway, Santa Clarita, CA 91350
Email: ContractClasses@santa-clarita.com