



Contract Class Proposal Application

Instructor Name:

Address:

Phone Number Home:

Other:

May we give this phone number to the public? Yes No

Email Address:

Information listed below represents a class and schedule I am submitting for consideration by the City of Lake Forest Community Services Division.

Signature:

Date:

Proposed Course Title:

Course Description:

Ages:

Number of days per week:

Number of weeks: to

Date:

Day(s):

Time(s):

Proposed Fee:

Material Fee (If Any):

Class Minimum:

Class Maximum:

Note: Class minimums may not exceed five (5) participants. Please price accordingly.



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The arrangement for class Instructors is that of an Independent Contractor with the City of Lake Forest. The payment percentage split is 70/30, with 70% of registration collected paid to the Instructors and the remaining 30% retained by the City. The City provides a facility, creates and distributes promotional materials, and processes registration and fee collection. Full session fees must be paid at time of registration. Instructors may not offer any special rates or fees, nor may they accept any registrations or payments. Payments are collected through Active Net, unless otherwise specified as part of an agreement, approved by the City Manager or his/her designee.

The marketing of courses consists of quarterly distribution of The Leaflet brochure, various flyers, ads, and press releases. Any outside marketing of courses must have the approval of the City.

Contract instructors are independent and not employees of the City. While not employed by the City, contract instructors are expected to act in a professional manner, and to abide by the rules of the City and its facilities. The City reserves the right to terminate an agreement at any time.

The City of Lake Forest provides recreation activities to its residents through the Community Services Division. In order to provide a wide array of classes, the City partners with independent contractors, each specializing in skillsets not offered directly by the City.

The City's annual class calendar breaks down into four seasons:

- Summer** (June, July, August)
- Fall** (September, October, November)
- Winter** (December, January, February)
- Spring** (March, April, May)

All classes must start and end within the scheduled session dates.

The Recreation and Contract Instructor Guide and Application Packet is available year-round on the City's website. Contract instructors are welcomed and encouraged to complete an application to be considered for programming. For review, completed applications must be submitted to acorral@lakeforestca.gov.

Applications will be reviewed on an on-going basis. If necessary, follow up interviews may be scheduled by staff. It is important to note that programming decisions are made two seasons in advance of the program season, for scheduling purposes and inclusion of program information in the City's quarterly publication, The Leaflet.

Staff will review applications and make selections based on several factors including popularity, type of class, and availability of instructor and facilities. Final programming decisions will be made no later than the first week of the season prior.

The City publishes a quarterly publication, The Leaflet, advertising all class offerings. The Leaflet is distributed to over 35,000 homes each year. Instructors are responsible for providing the following information for publication:

- Description of the class
- Special instructions (if applicable)
- Material fees
- Required supplies

Recreation and Contract Instructors are required to review the Recreation and Contract Instructor Guide and Application Packet, and acknowledge its procedures and requirements. Initial below, where applicable.

Live Scan

Harassment Policy

Mandated Reporting

Videos and Recording Surveillance

This application, the applicable policies, insurance, and all other requirements are due to the Community Services division. Additional requirements are due within one week of application submission.