



NEW INSTRUCTOR CLASS PROPOSALS

Thank you for your interest in presenting a class through Burlington Parks and Recreation! Please complete the Class Proposal Questionnaire on the attached pages to help us better understand the scope of your proposal. Feel free to include photos or samples of your work if you feel it may give us a better understanding of your proposal.

Send your completed Class Proposal Questionnaire to Recreation@burlingtonwa.gov or deliver to:

Burlington Parks and Recreation
Attn: Christi Kinney
900 East Fairhaven Avenue
Burlington, WA 98233

Christi Kinney, our Recreation Coordinator, will follow up with you once she has had the opportunity to read your proposal.

Please keep in mind that we are always planning programs well in advance of class dates:

<u>Programs taking place:</u>	<u>Planning period:</u>
January – March	July - October
April – August	November-February
September – December	March - June

Proposals that are not considered feasible at the current time will be kept for consideration at a future date.

Factors that will play a part in our consideration for new classes:

- Is the class currently being offered in this community? If so, would the addition of another class be in competition with other programs or would it complement the demand for the other programs?
- Would this class be more appropriately offered by another department, agency or by a private business?
- Is the targeted audience being adequately served by our agency?
- Does the class seem well thought out and realistic in both goals and scope?
- Quality of instruction.

CLASS PROPOSAL QUESTIONNAIRE

CONTACT INFORMATION

Your Name: _____ Business Name: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____ Phone: _____

CLASS INFORMATION

1. What type of class do you want to offer? (Check one)

- Craft/Hobby Instruction Art Dance Fitness
 Tour/Field Trip Outdoor Lecture/Informational Wellness/Safety
 Other: _____

2. Name of class you would like to teach: _____

3. Class Description: *(attach separate sheet, if needed)*

4. Ideal Age Range of Class Participants: _____

5. Please indicate the age group(s) your class is designed for:

- Pre-School Youth (ages 6-12) Teens (Ages 13-17) Adults Families
 Special Population: _____

6. Number of Participants: Minimum _____ Maximum _____

7. Class Start Time: End Time: Days of the Week:

Class Start Time:	End Time:	Days of the Week:

8. Session Start Date: _____ End Date: _____ # of Weeks _____

Remarks: _____

9. Anticipated Fee paid by Participants: _____

10. List any material costs involved in offering this class:

Materials:	Cost:
1.	
2.	
3.	
4.	
5.	
TOTAL:	

11. What are your goals for your participants?

12. What specific skills will participants learn?

13. Classroom needed: Indoor Facility Outdoor Facility Other: _____

Describe any special classroom amenities or setup needed:

INSTRUCTOR INFORMATION

14. Describe your background and expertise relating to the class you would like to teach. Include any related certifications or trainings:

15. Please list references that could tell us more about your abilities as an instructor?

Name:	Relationship:	Phone:	Email:

16. Please tell us about any other skills or talents that you would consider sharing with the community through a Parks and Recreation Class?

CONTRACTED INSTRUCTOR CHECK LIST

- **RECREATION PROGRAMS HOSTED ON CITY or SCHOOL PROPERTY**
 The following items will be required from instructors who enter into a formal agreement with the City:

 - Approved Federal Background Check (background check ifee s paid by City)
 - License or Certificate of Accreditation or Demonstration of skill
 - Signed City of Burlington Professional Services Agreement (contract)
 - W-9 Form
 - Review of Cleanup Requirements

- **RECREATION PROGRAMS HOSTED ON PRIVATE PROPERTY**
 Additional requirements for Contracted Instructors hosting classes on private property:

 - Class Equipment Inspection
 - Classroom Facility Inspection
 - Liability Insurance: Instructor must provide a Certificate of Insurance to the City with an Additional Insured Endorsement form which meets the following minimum requirements:
 1. The **City of Burlington at 833 S. Spruce Street, Burlington WA 98233** must be named as an “Certificate Holder” on the certificate.
 2. The certificate MUST contain the statement ***“Additional Insureds include the City of Burlington, its Elected Officials, Appointed Officers, Employees and Agents”***.
 3. In most cases, the liability insurance must provide a **minimum threshold of \$1,000,000 per occurrence with \$2,000,000 General Aggregate** coverage.
 4. The Endorsement form must list the **City of Burlington at 833 S. Spruce Street, Burlington WA 98233** as Additional Insured.

CONTRACTED INSTRUCTOR REIMBURSEMENT SCHEDULE

For programs organized by Burlington Parks and Recreation (BPR) and instructed by contracted instructors, registration fees will be collected by the City and distributed to the contracted instructor after conclusion of program for services rendered in accordance with the City's current Fee Schedule.

Instructors will choose either formula "A" or "B" described below to establish the per person program registration fee.

FORMULA "A"

Total amount instructor chooses to be reimbursed for program instruction (i.e \$500.00 flat fee)

+ Hard costs the City will incur

+ 30% City administrative fee

÷ Number of spaces available at time of program advertisement

= **Per person registration fee**

FORMULA "B"

Amount instructor chooses to be reimbursed *per participant* (regardless of the number of participants) (i.e. \$50.00 per participant)

+ Hard costs the City will incur

+ 30% City administrative fee

÷ Number of spaces available at time of program advertisement

= **Per person registration fee**