

COMMUNITY CLASS INSTRUCTOR

Class Proposal Handbook



This Instructor Handbook Idea is brought to you by:

**REMARKABLE
RECREATION SOLUTIONS**



For more information about this handbook, or how to utilize it, contact mark honberger: (928) 278-8035

CITY OF REMARKABLE, RECREATION DEPARTMENT, WELCOMES YOU!

Thank you for your interest in becoming an independent Community Class Instructor with the Remarkable Recreation Department (RRD). We are excited about the possibility of working together to reach our common goals and serve our community.



ABOUT THE DEPARTMENT

The Department was formed in 1972 to serve the community. With a total population of 30,000 people, RRD is responsible for the maintenance and operation related to special events, activities, sports and recreation programs for youth and adults that takes place in four parks (totaling over 50 acres), two community centers, one fitness center, one senior center, two pools, and a Landscape & Lighting Maintenance District. The Remarkable Recreation Department also operates a Camp Facility, accommodating about 150 people, located on the coast.

HOW IT WORKS

The Remarkable Recreation Department is dedicated to building strong families through the provision of educational, creative, and recreational opportunities. RRD utilizes independent Community Class Instructors to provide recreational services to our community. A Community Class Instructor’s program may be designed for preschoolers, school age children, teens, adults, families and seniors.

- 1 The process begins with the independent Community Class Instructor “*proposing*” a course or activity. There is a form enclosed in this handbook that you are encouraged to utilize. The proposal is then submitted to RRD.
- 2 A Recreation Supervisor will then review the proposal, assess the “*content*” of the course/activity to determine its potential in meeting the District’s vision and goals, and then contact you for a more detailed discussion.
- 3 Together, the Recreation Supervisor works with you to determine the specific design of a course/activity, including: facility suitability & availability, course time frames, fee structure, maximums or minimums, age ranges, descriptions.
- 4 Once RRD and the independent Community Class Instructor verbally enter into an agreement, a written contract is produced which states specifically the courses or services that you are agreeing to.

BENEFITS TO BEING AN INSTRUCTOR

Being contract instructor with RRD is the best way to go about teaching a community class! Plus, if you are also a business, the marketing benefits are stupendous, with inclusion in our Activity Guide, a document that folks hang onto for at least 3 months.



TOP 10 REASONS TO BE AN INSTRUCTOR WITH RRD — The “benefits are endless!” Don’t miss out on this incredible opportunity to provide a service to the community, meet potential customers, market your business, and be paid to do so!

- 1) You will be paid a percentage of the per-student fee.
- 2) You will be guaranteed a minimum number of students, otherwise not required to teach the class.
- 3) RRD will provide the facility for your class.
- 4) RRD will advertise your class for you.
- 5) Your class will go into our ACTIVITY GUIDE (*see website for the most current ACTIVITY GUIDE*) which is mailed to every residence, PO Box, and business in the community. The ACTIVITY GUIDE has a 3 to 4 month lifespan.
- 6) Your Business Name can be listed as the instructor in the ACTIVITY GUIDE, so everyone will see it.
- 7) You will be in control of the class content .
- 8) You can market your business while teaching the class, meaning that your class participants will get to know you, and be more likely to utilize your business later.
- 9) RRD can help you design your course if needed, and we can even help you develop a “catchy” course title to draw more participants.
- 10) RRD carries a reputation of high quality programs, and you will now be a part of the RRD family.



HOW TO GET STARTED

Getting Started is easy! It all starts with the submission of written Community Class Proposal, and we have provided some simple fill-in-the-blank questions at the back of this handbook to help you do that.



CLASS PROPOSAL — Prospective Instructors who wish to teach Community Classes for the Remarkable Recreation Department must complete a written Class Proposal per the process outlined on page 2. (Fill-In-The-Blanks on page 7)

ACTIVITY GUIDE DEADLINES — To place activities in the ACTIVITY GUIDE, time must be allotted to create, edit, print, and mail the guide. Therefore, agreements must be completed by the following deadlines:

WINTER/SPRING	(Jan, Feb, Mar, Apr)	Deadline = November 1
SUMMER	(May, Jun, Jul, Aug)	Deadline = March 1
FALL	(Sep, Oct, Nov, Dec)	Deadline = July 1

FINGERPRINTING — RRD requires that all Community Class Instructors and their Assistants complete a background screening before entering the Program. Community Class Instructors must schedule an appointment with the Police Department to complete their background screening. Be prepared to bring an I.D. card or Driver’s License.

REPORTING INCOME — RRD does not withhold state or federal income tax, but will report the Contractor’s income via Form 1099. Instructors will receive a W-9 form to complete.

RRD INSURANCE — RRD is a part of a self-insured insurance pool known as a “Joint Powers Authority” or the JPA. In the event that an accident or injury occurs, and a claim is brought against the District, the JPA will defend it. The JPA will *not* defend or pay out any claims brought against an Independent Contractor.

INSTRUCTOR INSURANCE — RRD may require (*based on risk level of activity*) a Contract Instructor to obtain a separate liability insurance certificate to protect themselves from any claims brought against them. Contract Instructors may choose to obtain separate liability insurance, even if RRD does not make it a requirement. Contract Instructors have the option of going through RRD to obtain liability insurance. Contract Instructors also have the option of obtaining liability insurance through their homeowners or business insurance.

ADDITIONAL CONSIDERATIONS

Please consider these additional items as you prepare your proposal. Again, the Recreation Supervisor can help you determine the specific design and location for your course or activity.



STANDARD REVENUE SPLIT — A standard split of 60/40 will be applied to compensate Community Class Instructors unless otherwise negotiated. Community Class Instructors will receive 60% of the monies received from classroom registration. The remaining 40% is retained by RRD to cover general operations.

MATERIAL FEES — Student material fees will be determined by the Community Class Instructor. Instructors may also opt to supply classroom materials, direct students to the appropriate source, or build the cost of supplies into the class fee.

AVAILABLE FACILITIES — The Remarkable Recreation Department offers classes at a plethora of facilities and parks (and occasionally businesses) located throughout the community

COMMUNITY FACILITIES include:

Cool Community Center (1 main hall, Kitchen, 2 class rooms)

Fancy Fitness Center (large gymnasium for fitness classes)

Senior Center (dinning area, 2 smaller classrooms)

Pretty Park (shaded picnic area, stage, ball field, large turf area)

Not-So-Pretty Park (large turf area, handball and basketball courts)

Big Tree Park (shaded picnic area, ball field, pool, large turf area)

HOLIDAYS — RRD observes the following holidays: New Year’s Day, Martin Luther King, Jr. Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and day after, Christmas Day

COURSE REGISTRATION PROCEDURES

Please review the following procedures, so that you understand how registrations & payments will take place.



REGISTRATION — All In-Person program registration takes place through the Remarkable Recreation Department Office, located at the *Cool Community Center*. Community Class Instructors should never collect registration money, registration forms, or lab/material fees. Online Registration is also available through the website.

PROMOTION — Instructor should work with the Recreation Supervisor to create promotional materials and departmental publications. All print copy must be approved by the RRD prior to distribution. Instructors are encouraged to promote their own classes through print media and social networks.

COURSE CANCELLATIONS — Instructors are responsible for contacting the Recreation Supervisor immediately if they have reason to cancel a class. RRD will then contact any participants regarding cancellations, reschedules, and refunds. Classes that do not meet the minimum student enrollment may be canceled. If a class is canceled by RRD, the Department will issue refunds to registrants.

CONTRACT INSTRUCTOR PAYMENT — Contract Instructors receive a percentage of the participant fees. Larger participation levels will yield a larger income for the Contract Instructor. Contract Instructor payments will be issued within 30 days of completing the course, or within 15 days of the end of the month for re-occurring classes.

COURSE ROSTERS — A list of all course participants should be obtained from the RRD office prior to the start of each course. It is important to have the most up-to-date participant information.

EVALUATIONS — Participant survey forms can be obtained from the RRD office. They are to be given to participants on the final day of class, and returned to the district office. The Recreation Supervisor will share results with contractor.



COMMUNITY INSTRUCTOR PROPOSAL FORM — PAGE A

Please complete this questionnaire. You may also provide any previously developed material you have, that will highlight your proposed activity.

Instructor's Name: _____

Business/Organization: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Website Address: _____

SESSION (please check one): **SPRING** (Jan, Feb, Mar, Apr)
 SUMMER (May, Jun, Jul, Aug) **FALL** (Sep, Oct, Nov, Dec)

Course Title: _____

Course Description (You may attach description supplementals): _____

Extra Note for Participants: (i.e. experience required, supplies to bring to class, etc.): _____

Participant's Age Range: _____ Length of Class (i.e. 4 wks, 6 wks, 8 wks): _____

Check your proposed Class Day(s): Mo Tu We Th Fr Sa Su

Proposed Session Dates (i.e. 6/4-6/25): _____

Proposed Time: _____ to _____

Proposed Advertised Course Fee: \$ _____
(take into consideration the standard 60/40 split)

Supply fee (if applicable): \$ _____

Minimum # of Participants: _____

Maximum # of Participants: _____

WORTH OF SERVICE: \$ _____
(Total amount instructor needs to receive at end of service in order to justify the contractor's time. This may be a flat amount or hourly rate.)

PROGRAM FOCUS

What statement(s) does your class support? (Check all that apply)

- Fostering Human Development (*Fine Arts, Cultural, Continued Learning, Skill Building*)
- Connecting People to Others (*Social, Neighbors Helping Neighbors, Friendships*)
- Strengthening Families (*Participating Together, Appreciation, Parenting Skills*)
- Increasing Safety (*Safe Habits, Prevention, Life Saving Skills, Crime Reduction*)
- Improving Health and Wellness (*Fitness, Healthy Habits, Strengthening, Endurance*)

METHOD OF LEARNING

How will participants in this program be engaged in learning? (Check all that apply)

- Active Instructor: Instructor shows the physical example while participants watch and try to repeat steps. Instructor checks for understanding, repeats example if necessary.
- Passive Instructor: Instructor tells how it is done while participants try to initiate steps.
- Lecture: Instructor talks about subject while participants sit and listen.
- Video: Participants watch a video.
- Reading: Participants are given material to read and learn.
- Parent Participation: Parents are encouraged to participate with child to repeat instructions to participant if necessary.
- Take-Home: Participants take materials home with them.
- Quiz: Participants take a written quiz on material covered in class.
- Performance: Participants have the opportunity to perform as a group.
- Small Groups: Participants work in small groups to come together on a solution.
- Stations: Participants move among multiple stations.

INSTRUCTOR QUALIFICATIONS

Please list your previous experience in providing this service along with a reference that can speak to your abilities/qualifications:

ORGANIZATION: _____ Years: _____

Location: _____

Name: _____ Phone: _____

ORGANIZATION: _____ Years: _____

Location: _____

Name: _____ Phone: _____

ORGANIZATION: _____ Years: _____

Location: _____

Name: _____ Phone: _____

Please list other qualifications that may lead us to contract with you for this service: _____

Please provide a copy of all pertinent certifications held, resume, and/or biography.

PROGRAM OUTCOMES

List up to 3 outcomes, by priority, using measurable action phrases (ie define, demonstrate, name, analyze, etc.) to complete the following phrase:

“As a result of their experience in this program, participants will be able to...”

1) ... _____

2) ... _____

3) ... _____

COMMUNITY INSTRUCTOR PROPOSAL FORM — PAGE D

OUTCOME MEASUREMENT

How will the above outcomes be measured? _____

A success is defined as: _____

NEED FOR PROGRAM

Please list all other providers of a similar program in this community:

Provider Name: _____ Phone: _____
Summary of Service: _____

Provider Name: _____ Phone: _____
Summary of Service: _____

Provider Name: _____ Phone: _____
Summary of Service: _____

