Instructor Proposal

Following in information about the Arcade Creek Recreation and Park District program policies. It will help you complete the proposal form.

Program Registration and Waivers

If an agreement is made with the District to offer your program[s] all program patrons are required to sign waivers that release the Arcade Creek Recreation and Park District and all agents for all liability. You may be required to provide additional insurance covering the District based on your program offering. Registration can be completed at the District main office, by mail or on-line at www.acrpd.com.

Fees and Payments

Generally, 70% of the class fees are paid to the instructor the first year and 65% each year after. Payment is received monthly, approximately 2-3 week after the final class of the month. Please structure your proposed class feels accordingly.

Class Refund Policy

considered on an individual basis. On-line convenience fee and multiple use passes are non-refundable

Leisure Guide

The Leisure Guide is distributed 3 times a year. The guide is comprised of activities and events offered by the District. The guide is also available on-line. Instructors must provide information to staff in a timely manner so that program information can be included in the guide. Failure to provide information will result in the deleting of the activity from the guide.

Flyers

Flyers are appropriate for certain programs and activities. They are posted in various district locations. If an instructor wishes to produce a flyer, it must be approved by the district prior to distribution.

Photos

We gladly accept any photographs of your program to be used in our promotional media. Staff may also take photographs of classes/programs for future promotional purposes.

Other Information to Consider

Classes often take time to gain popularity. Titles, class fees, and class descriptions may need to be adjusted to help increase enrollment.

The District may after review require a minimum number of participants to continue the program.

You may not use classes to sell products or services, excluding class supplies

The District strictly adheres to the Americans with Disability Act requirement. In particular, the District will make reasonable accommodation for anyone to participate in any program or activity offered by the District. If a patron requests assistance to participate in a program or activity, the department will coordinate this assistance with the instructor.

First Name _____

Last Name _____

Street Address _____

City _____

State _____

Zip _____

Work Phone _____

Home Phone _____

Cell Phone _____

Email _____

Please select on of the following class types

Arts/Crafts _____
Culinary _____
Dance/Music _____
Educational _____
Health and Fitness _____
Performing Arts _____
Physical Activities _____
Special Events _____
Special Interest _____
Camps _____
Other _____

What do you want to call the class/program?

_____

What type of location do you need for your class/program?

Park or open grass space _____
Small room seating 45 _____
Large room seating 150 _____
Gymnasium _____
Other - please list _____

What is the minimum and maximum number of students you will accept. The minimum enrollment may be changed to allow for expense recovery by the District

Minimum _____ Maximum _____

What days of the week would you like to teach?

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____

What time of day would you like to offer the class?

_____

How many consecutive weeks would you like to have a session of the class?

_____

Name of sub-instructor[s]: Please note: ALL instructors and sub instructors working with anyone under 18 will need to be fingerprinted.

_____
_____
_____
_____
_____

How much would you like to charge for this class?

_____

Are there any skills or classes a student must have prior to taking this course?

_____
_____

What are students expected to wear/bring? Will they need to purchase extra supplies from you in addition to the class fee?

_____

Please submit a short biography detailing your prior experience in this field.

_____
_____
_____
_____
_____
_____
_____
_____

List TOP3-5 things students learn in this class

Based on the information given, how would you like your activity description to read in the leisure guide?

Thank you for your interest in becoming an instructor with the Arcade Creek Recreation and Park District. Someone will contact you regarding this form within 1 week after it is submitted.