RECREATION DEPARTMENT
7007 MOESER LANE
EL CERRITO, CA 94530
(510) 559-7000/ FAX (510) 528-9413

Dear Potential Instructor:

Thank you for your interest in teaching through the City of El Cerrito, Recreation Department. We are currently accepting class proposals.

Our department seeks to provide a wide variety of children and adult classes including: art, science, dance, fitness, well-being, gymnastics, drama, carpentry, marshal arts, sports, etc. We are looking for activities that can run rain or shine and cater to the needs and interests of the community.

In order to be considered as an instructor with the City of El Cerrito, we ask that you submit the following:

1. Class Proposal Form
2. References

The City will contact you and an interview will possibly be scheduled. Instructing a children's class is contingent on fingerprint clearance from the California Departments of Justice (DOJ) and Social Services. Recreation Staff will set-up an appointment with the El Cerrito Police Department for fingerprinting. Anyone working with children who have been convicted of a crime other than a minor traffic violation must apply for an exemption before being cleared to teach. For more information regarding exemptions and applicable state laws, including a list of non-exemptible crimes, please go online to http://www.ccld.ca.gov/TheBackgro_1785.htm.

Please mail, e-mail or fax paperwork to: City of El Cerrito, Recreation Department, 7007 Moeser Lane, El Cerrito, CA 94530, fax 510-528-9413, phone 510-559-7000 or email cjones@ci.el-cerrito.ca.us.

Sincerely,

Christopher Jones
Recreation Supervisor

City of El Cerrito Recreation Department, Class Proposal Form

Date:_____

Instructor Information

Last Name:_____ First Name:_____

Street Address:_____ City:_____ Zip:_____

Home Phone:_____ Work Phone:_____ Cell:_____

E-mail Address:_____

Can staff release your phone number and e-mail _____ yes _____ no

References Related To Subject (Name and Phone Number)**:**

1. _____ 2. _____

Education, Training and / or Certificates Related to the subject you are interested in teaching:

Class Information

Class Name:_____

Minimum Size:_____ Maximum Size:_____ Participant Ages:_____

Class Description:_____

_____

_____

Class Location: 1st Choice_____ 2nd Choice_____

Dates	***Time***	***# of Classes***	***Day(s)***	***Fee Res.***	***Non Res.****
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

* The City will add on 25% for non-resident fee.

Recreation Department – Class Proposal Submittal Facts

The City uses a computer registration and reservation system called RecWare. This system allows the department to process registration (by phone, in person or on-line) in a timely manner, reserves facilities for classes and allows the staff to generate class, rosters, attendance reports and waiting lists. Instructors will be provided with attendance rosters, where each student will need to sign-in.

The instructor agrees to ensure that all participants who have not pre-registered, fill out and sign a registration form and pay the appropriate fee prior to their participation in the activity. The contractor agrees to obtain attendance sheets and track attendance (if applicable) on a daily basis. The attendance sheets must be submitted with the invoice to receive payment for services rendered.

The City provides advertising for its classes and programs through a variety of sources, including the Recreation Brochure (printed two times per year with 27,000 copies distributed), flyers, press releases, and the City website.

You get paid to teach! The City shall pay the contractor / instructor a portion of fees (generally 60%) collected based on the resident fee or an hourly rate depending on the nature of the instruction.

Class Name - This will be the name of your course as it appears in the Recreation Brochure.

Course Description – Complete the class scheduling information based on when you would ideally prefer to teach the class. Staff will do their best to accommodate your request. Upon approval of a class proposal, instructors will submit the class dates, times and number of meeting sessions. You will also be asked to include your holiday schedule.

Class Location – Indicate the type of space needed to facilitate your class. The contractor will need to agree to begin and end activities according to the published time. The instructor will be required to leave the activity location fifteen minutes after the published ending time of the class.

Material Fee – Material Fees are not included into the fee price. The City will request that all material fees are paid directly to the instructor.

Facility Keys - If necessary, a facility key will be issued to you while teaching for the City of El Cerrito during non business hours.

Contractor Payment - Contract instructors will be paid following the end of each session, and payment will be issued within two weeks. The instructor is responsible for invoicing the City of El Cerrito at the end of each class session to receive payment. Holidays/No Class Days – (holidays and other times when they should not schedule class).