



Independent Contractor Course Proposal Specialty Classes 2020

Youth Program Proposals: email tmelton@ci.el-cerrito.ca.us
Adult Program Proposals: email bcooney@ci.el-cerrito.ca.us

Instructor's Full Name _____ Business/Organization: _____

New Instructor _____ Returning Instructor _____ Work Phone _____ Cell Phone _____

Can we release your phone number? ___yes ___no If yes, which one _____

Your e-mail address: _____ Release e-mail? ___yes ___no

Street Address _____ City _____ Zip _____

Website Address: _____

Published Class Name: _____

Class Meeting Information: Please complete this portion covering the time frame of January-December 2020

Date Range or "Drop-In" <small>Date ranges are typically listed in 1 or 2 month-long sessions</small>	Time(s)	# of Classes in Session <small>Account for "no class" dates</small>	Day(s) of the Week	El Cerrito Resident Fee	Non-Resident Surcharge <small>25% of Res Fee</small>	Admin Surcharge <small>4% of Res Fee (\$8 Max)</small>	Advertised Fees <small>Res/NR</small>
Example: 1/5-1/26	Ex: 6-7PM	Ex: 4	Ex: Friday	Ex: \$100.00	Ex: \$25.00	Ex: \$4	Ex: \$104R/\$129 NR

All Fees will be rounded to the nearest dollar. Surcharges are not included in contractor payment but may affect the advertised price.

No Class Dates: _____ Important! Please list ALL days you will NOT be teaching, including holidays.

Class Age Range: _____ Class Size Minimum: _____ Class Size Maximum: _____

Will you allow late starts? ___ Yes ___ No If Yes, will you pro-rate fees? ___ Yes ___ No

Will you allow drop-ins? ___ Yes ___ No Res Drop-In Fee: \$ _____ Non-Res Drop-In Fee: \$ _____

*Res Drop-In must be 15% above the pro-rated class cost. NR Drop-In should be 1.25x the Res Drop-In fee. Fees will be rounded to the nearest dollar. 4% Admin fee will still be included in advertised price.

If applicable: Offer a Senior/Disabled Discount (60+ years) of 20% off your fee? _____ Yes _____ No

Does your class have a Materials Fee? _____ Yes _____ No If yes, what is the amount? \$ _____
Fees collected by and payable directly to the Contractor. Should only be for consumable, take-home items used by participants.

Material Fees will be used for _____

Student needs to bring to class or wear _____

Class Description: Due to limited space in the **reCguide**, please limit your description to 100 words or less. The City reserves the right to edit your description.

Facility First Choice: _____ Facility Second Choice: _____

Special Instructions/Requirements: _____

Communications: E-mails can automatically generate through our Registration System when a registration has been processed. Please answer the following communication preference questions.

Yes	No	Question
		Send E-mail for all new Enrollments?
		Send E-mail when there is a Cancellation?
		Send E-mail when Minimum Count is Reached?
		Send E-mail when Enrollment is Full (class reaches maximum)?

FOR NEW CONTRACTORS: Previous Instructor Experience - Please list two most recent experiences

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

Additional Items needed as part of your Course Proposal. Please check off that you have submitted the items.

- 1) Copy of your resume if it pertains to your class or program.
- 2) Copy of your curriculum, literature, handbooks or forms that you will distribute in class as part of this proposal.

For Office Use:

Date Received _____ Staff Initials _____ Date/Time Check (Initials) _____

Inputted to Computer (Initials) _____ Facility Reserved (Initials) _____

Activity Name & Activity # in RecTrac _____