



Dear, Potential Instructor.

The City of Lancaster's Parks, Recreation & Arts department is recruiting qualified contract instructors to provide affordable, varied and outstanding recreation opportunities to Antelope Valley residents. Contract instructors provide local residents with positive recreational experiences, teach others valuable new skills, and influence meaningful community involvement. We'd like to invite you to consider becoming a contract instructor for the Parks, Recreation & Arts Department. These classes can be taught at your place of business, or may be offered at any of the park community centers located throughout Lancaster.

The Parks, Recreation & Arts Department promotes our recreational classes in the City's award-winning quarterly *Outlook* brochure which is distributed to every resident and numerous businesses in Lancaster. Classes are additionally promoted on the City public access channel 24 hours a day, 7 days a week. All of the courses are also offered on our on-line registration site.

The City registers all class participants on a first come, first serve basis. Each instructor helps determine his or her own class size and course fee. The City of Lancaster requires that instructors complete a class proposal, be able to demonstrate their craft, provide two references and a social security number, and complete a background check prior to teaching classes.

Compensation for instructors is divided as follows:

- Instructors teaching at their **own facilities receive 70%** of participant registration fees.
- Instructors teaching at a **city facilities receive 60%** of participant registration fees.

Since compensation is based on the number of students enrolled, it is in your best interest to assist the City in recruiting students for your class through approved advertising methods.

If you are interested in becoming a part of this fundamental program, complete the attached class proposal and return it to the City of Lancaster Parks, Recreation & Arts Department, 44933 Fern Ave., Lancaster, CA 93534 or fax (661) 723-5913. All class proposals will be reviewed on a quarterly basis. We will contact prospective instructors whose proposals satisfy community interests and department standards.

If you have further questions, please do not hesitate to call me at (661) 723-5838 or email mcanel@cityoflancasterca.org.

Sincerely,

Melissa Canel
Recreation Coordinator

Proposal approved by:
January 1
May 1
August 1
October 1

To be included in this session:
Summer (covers classes held in **July, August, September**)
Fall (covers classes held in **October, November, December**)
Winter (covers classes held in **January, February, March**)
Spring (covers classes held in **April, May, June**)



CLASS PROPOSAL

City of Lancaster
44933 Fern Avenue
Lancaster, CA 93534
661-723-6077
661-723-5913 Fax

Application Deadlines:

Fall Session: May 1, Winter Session: August 1, Spring Session: Oct 1, and Summer Session: Jan 1

Introduce your self-designed curriculum to the community at one of our spacious park facilities or at your own place of business as a Contract Instructor. Proposals are considered for additional review based on factors including but not limited to community demand, relevance to City objectives, existing courses, and the course potential for cost recovery. Application does not guarantee acceptance. Each proposal is kept on file for 1-year for future consideration.

Please type or print legibly in blue or black ink.

Incomplete applications will not be accepted.

Applicant Information

Name: _____ Date: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____ Fax: _____
 Email: _____ Website: _____
 Social Security Number: _____

Instructor Qualifications

List your educational/training or personal/professional experience and expertise that qualify you for the contract position. List additional relevant information on a separate piece of paper.

Educational/Training Institution:	Location:	Major:	Degree/Units:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Employer:	Dates of Employment:	Job Title:	Contact Name & Phone #:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Personal Experience: _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? No Yes If yes, please submit a written explanation of the offense. A conviction is not an automatic bar to contract employment.

References

List two references (1 personal, 1 professional) that you have known for at least three (3) years.

Name: _____	Relationship: _____
Address: _____	Phone: _____
Name: _____	Relationship: _____
Address: _____	Phone: _____

Signature: _____ **Date:** _____

Proposed Class Information

Describe proposed class information here. The information you provide may be re-arranged with you to best serve the community, coincide with facility availability, and serve the objectives of the department.

Class Title: _____ Student Age Group: _____

Class Description (summarize course objective in 50 words or less): _____

Class Fee: \$ _____ Materials Required: ____ Yes ____ No

Materials Fee: \$ _____ Materials Provided By: ____ Student ____ Teacher

What materials are needed: _____

Student Ratio: Minimum #: _____ Maximum #: _____ Type of Facility: _____

Frequency (Check Box) Weekly Bi-Monthly Monthly

Class Set-up

Use the diagram below to show how the classroom will be set-up

CITY OF LANCASTER
FACILITY SET-UP DIAGRAM
 (Indoor Use Only—No equipment available for outside use)

Custom Style



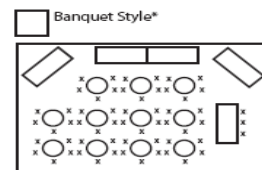
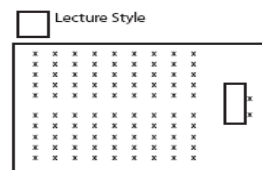
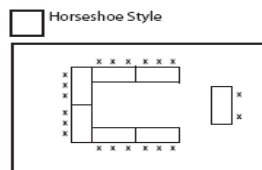
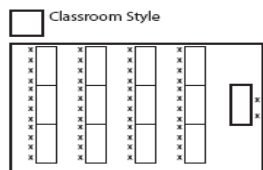
Contact: _____
Event/Program: _____

Event Date: _____
Event Time: _____
Estimated Attendance: _____

tables _____
 # chairs _____

OFFICE USE ONLY

PERMIT# _____



*Round tables are available at Lancaster City Park ONLY

Class Details

1st Choice: Day(s): Su M T W Th F Sa Duration (Time): _____ Duration (Weeks): _____
 2nd Choice: Day(s): Su M T W Th F Sa Duration (Time): _____ Duration (Weeks): _____
 3rd Choice: Day(s): Su M T W Th F Sa Duration (Time): _____ Duration (Weeks): _____

Class Outline

Briefly describe what will be taught during each class session. Use **only** the number of weeks necessary for your class.

Week 1: _____

Week 2: _____

Week 3: _____

Week 4: _____

Week 5: _____

Week 6: _____

Week 7: _____

Week 8: _____

Week 9: _____

Week 10: _____

Week 11: _____

Week 12: _____