



NEW INSTRUCTOR INFORMATION FORM

Thank you for your interest in presenting a class through Burlington Parks and Recreation Department. Please complete the questionnaire on the attached pages in order to help us better understand the scope of your proposal. If applicable, please include photos or samples of your work if you feel it may give us a better understanding.

Other factors that will play a part in our consideration for new classes:

- Is the class currently being offered in this community? If so, would the addition of another class be in competition with other programs, or is the demand higher than what is currently provided?
- Is this class consistent with the goals and purpose of the enrichment program at Burlington Parks and Recreation?
- Would this class be more appropriately offered by another agency or by a private business?
- Is the targeted audience being adequately served by our agency?
- Does the class seem well thought out and realistic in both goals and scope?
- Quality of instruction.

Once you have completed the questionnaire, you may scan to ChristiK@burlingtonwa.gov, or mail/deliver to:

Burlington Parks and Recreation Department
Attn: Christi Kinney
900 East Fairhaven Avenue
Burlington, WA 98233

We will contact you if we have interest in pursuing your class proposal. Please keep in mind that we are always planning programs well in advance of class dates and any proposals that are not considered feasible at the current time will be kept for consideration at a future date.

We would like to thank you for taking the time to share your ideas with us!

CLASS PROPOSAL QUESTIONNAIRE

Your Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____

CLASS INFORMATION:

What type of class do you want to offer? (Check one)

_____ Craft/Hobby Instruction _____ Art _____ Dance
_____ Trip or Tour _____ Lecture/Informational _____ Outdoor
_____ Other: _____

Name of class you would like to teach: _____

Class Description: _____

Ages of Class Participants: _____ # of Participants: Min _____ Max _____

Class Start Time: _____ End Time: _____ Days of the Week: _____

Session Start Date: _____ End Date: _____ # of Weeks _____

Anticipated Cost for Participants: _____

Please indicate the age group(s) your class is designed for:

_____ Preschool _____ Youth (Ages 6-12) _____ Teens *Ages 13-17
_____ Adults _____ Families _____ Special Population

What are your goals for your participants? _____

What specific skills will participants learn? _____

Are there any material costs involved in offering this class?

Materials	Cost	Materials	Cost
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
		TOTAL COST:	

Do you need: ___ Indoor Facility ___ Outdoor Facility ___ Other

Explain Needs: _____

Describe your background and expertise level relating to the class you would like to teach:

Please list your references that could tell us more about your abilities as an instructor?

	NAME	DAY PHONE	RELATIONSHIP TO YOU
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Do you have any other skills or talents that you would like to share with the community through a Parks and Recreation Class?

CONTRACTED INSTRUCTOR CHECK LIST

RECREATION PROGRAMS HOSTED ON CITY or SCHOOL PROPERTY

Contracted Instructor Requirements:

- Washington State Patrol Check
- License or Certificate of Accreditation or Demonstration of skill
- Signed City of Burlington Professional Services Agreement (contract)
- Applicant Disclosure Form
- Social Security or Tax I.D. number
- Review of Cleanup Requirements

RECREATION PROGRAMS HOSTED ON PRIVATE PROPERTY

Additional Requirements for Contracted Instructors:

- Equipment Inspection
- Liability Insurance: Instructor must provide a Certificate of Insurance to the City with endorsement which meets the following minimum requirements:
 1. The **City of Burlington at 833 S. Spruce Street, Burlington WA 98233** must be named as an "Additional Insured" on the certificate.
 2. The certificate MUST contain the statement **"Additional Insureds include the City of Burlington, its Elected Officials, Appointed Officers, Employees and Agents"**.
 3. The liability insurance must provide a minimum threshold of \$1,000,000 per occurrence with \$2,000,000 General Aggregate coverage.
- Supervisor inspection of the facility to be utilized

CONTRACTED INSTRUCTOR REIMBURSEMENT SCHEDULE

Instructional programs/events organized by Burlington Parks and Recreation (BPR) staff and performed/instructed by contracted instructors:

Registration fees will be collected by the City and distributed to the contracted instructor for services rendered in accordance with Fee Resolution 06-2015. Instructors will choose either formula "A" or "B" described below to establish the per person program registration fee.

FORMULA "A"

Total amount instructor chooses to be reimbursed for program instruction

(i.e. \$300.00 flat fee)

+ Hard costs the City will incur

+ 25% City administrative fee

÷ Number of spaces available at time of program advertisement

= Per person registration fee

FORMULA "B"

Amount instructor chooses to be reimbursed *per participant*, regardless of number of participants (i.e. \$30.00 per participant)

+ Hard costs the City will incur

+ 25% City administrative fee

÷ Number of spaces available at time of program advertisement

= Per person registration fee

The City shall promptly reimburse the contracted instructor for performance of said services upon completion of the program or program session.