City of Los Altos Parks & Recreation Department
97 Hillview Avenue, Los Altos, CA 94022
(650) 947-2790 | rec-info@losaltosca.gov
www.losaltosrecreation.org

Prospective Contractor Packet

Dear Prospective Contract Instructor,

Thank you for your interest in becoming a Contract Instructor for the City of Los Altos Parks & Recreation Department.

Below you will find:

1. Frequently Asked Questions and Answers
2. Contract Class Proposal Form

For consideration, please complete and return this packet to Katy Brecher via email at kbrecher@losaltosca.gov or mail to the City of Los Altos Parks & Recreation Department at 97 Hillview Avenue, Los Altos, CA 94022 to the attention of Katy Brecher. Also, you may wish to include additional information such as a resume, copies of certifications (if applicable), a portfolio, and/or samples of your work.

If it is determined that your class is appropriate for the community, Katy will reach out to schedule an interview. Please note that your proposal may be denied for several reasons, which may include but are not limited to similar programs are currently being offered by, there is not a current market need for the program, or there is a lack of appropriate space.

Again, thank you for your interest in offering programs through the City of Los Altos Parks & Recreation Department. If you have any questions regarding the Contract Class Proposal Form or further requirements, please feel free to reach out to Katy Brecher at kbrecher@losaltosca.gov.

Sincerely,

Katy Brecher
Recreation Coordinator
City of Los Altos Parks & Recreation

Q: **What is the process to become a Contractor Instructor for the Parks & Recreation Department?**

A: Complete and return the Prospective Contractor Packet to Katy Brecher at kbrecher@losaltosca.gov. If your program is approved, you will be contacted to schedule an interview, and then a final decision will be made regarding your program.

Q: **What is the role of a Contract Instructor? What does the department provide?**

A: Contract Instructors are responsible for submitting their program information in a timely manner when requested and providing quality instruction during programs. The department manages registration, provides space for the program, and markets programs.

Q: **How does payment work? What is the fee split between the Contract Instructor and the Parks & Recreation Department?**

A: The department pays the Contract Instructor a percentage of the total program fees collected, minus a $12 administration fee per class registration. The percentage split is 60% (Contract Instructor)/40% (Department) for in-person programs and 80% (Contract Instructor)/20% (Department) for virtual programs. Contract Instructors are mailed a check at the end of each season, direct deposit is not available.

Q: **Do I need liability insurance to be a Contract Instructor?**

A: Contract Instructors are required to obtain liability insurance coverage, naming the City of Los Altos as the Certificate Holder. Minimum insurance requirements will be provided once your program is approved. If your program is free, you will be covered under the City of Los Altos' insurance policy.

Q: **What happens after my program is approved?**

A: If your program is approved, you are required to submit an updated W-9 and Certificate of Liability Insurance (COI). All instructors facilitating programs will be contacted by HR to complete a background check and tb test. The department must receive clearance prior to the start of instruction. Any instructors under the age of 18 will only have to complete a tb test.

Q: **Would I be considered an employee of the City of Los Altos?**

A: No, all Contract Instructors are Independent Contractors and are not employed by the city. Contract Instructors work per a contract set for a designated amount of time (typically 1 year).

Q: **Can I rent a room to instruct my program instead of becoming a Contract Instructor?**

A: If you are charging a fee to participate in your program, you cannot rent a room and you must become a Contract Instructor per the process outlined above.

Contract Proposal Form

CONTRACT INSTRUCTOR INFORMATION	
Name:	
Company/Organization:	
Address:	
City/State/Zip:	
Phone:	**Email:**
Website:	

EXPERIENCE
Occupation:
Present Employer:
Education:
Describe your experience related to the program(s) you are interested in providing:
List any specific training, certifications, or licenses you hold:

REFERENCES	
Reference #1:	**Relationship:**
Email:	**Phone:**
Reference #2:	**Relationship:**
Email:	**Phone:**
List any other Recreation Departments where you are currently teaching or have taught before:	
Have you ever been convicted of a misdemeanor or felony? * **No** **Yes**	

* If yes, please attach explanation

PROGRAM INFORMATION
Program Name:
Program Description:
Program Goals:

Participant Minimum Age:	**Participant Maximum Age:**
Class Size Minimum:	**Class Size Maximum:**

Estimated Program Fee:
Materials Fee and List (if applicable):
Will students need to bring/purchase supplies outside of what is provided? If so, please list below.

PROPOSED PROGRAM SCHEDULE		
First Choice	**Day(s) of Week:**	**Time:**
Second Choice	**Day(s) of Week:**	**Time:**
Third Choice	**Day(s) of Week:**	**Time:**

FACILITY/SPACE REQUESTS
What type of room/space does your program require? Classroom   Dance/Fitness Studio   Field   Kitchen Multipurpose Room   Art Room   Other:_____
What room amenities are requested? Tables #_____   Chairs #_____   Whiteboard   Sink Mirrors   Hardwood Flooring   Carpeted Flooring   Other:_____
If you have a preferred room, please list it here:

COURSE OUTLINE/LESSON PLAN

Please detail what you will teach and what the students will participate in during program meetings:

Please submit the completed Prospective Contractor Packet to Katy Brecher
kbrecher@losaltosca.gov | 97 Hillview Ave, Los Altos, CA 94022 ATTN: Katy Brecher

Questions?
Contact Katy Brecher at kbrecher@losaltosca.gov or (650) 947-2711