



# Hayward Area Recreation and Park District

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Dear Potential Instructor:

Thank you for your interest in offering classes with the Hayward Recreation and Park District (HARD). It is our goal to enhance the quality of life by providing classes and programs that meet the recreational interests and needs of our community.

Instructors work as “enterprise instructors” for the District and are paid a percentage of the resident registration fees collected. Our percentage split is 60/40 for all programs with 60% being paid to you for instructional services. Payments are made at the end of each quarter after all work has been completed. If you are chosen to offer a program with the District you will need to complete a District employment application and all related paperwork. The District will withhold all applicable taxes from your payments. If you are a business with employees and process your own payroll then it is possible to be considered as an independent contractor. Please complete this proposal form and we can proceed from there.

Following is a “New Class Proposal” form. Please read it over carefully and consider the following questions:

- Is the program going to enhance recreational, social and educational needs?
- Will the program provide adequate financial return if it is offered, while remaining reasonable to the participant?
- Is the program currently offered by HARD? Would your proposed program be a duplication or be in direct competition with a current program?
- Has this program been requested by the community? If so, please provide supporting information.

Be sure to fill out the enclosed form as completely as possible. It will enable us to evaluate your program and assess its ability to meet the needs of our community.

You may view all our course offerings at

[www.HaywardRec.org](http://www.HaywardRec.org)

**For general reference, our program dates are as follows:**

Quarter	Proposal Due	Quarter Dates
Winter	3 <sup>rd</sup> week in July	Jan-mid March
Spring	3 <sup>rd</sup> week in October	mid March-mid June
Summer	1 <sup>st</sup> week in January	mid June-August
Fall	1 <sup>st</sup> week in April	September-Dec



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## New Class Proposal

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## Program Information

Class Title: \_\_\_\_\_

Goals/Objectives of Class: \_\_\_\_\_

Class Description: \_\_\_\_\_

Day (s) of the week \_\_\_\_\_ Hours per Session: \_\_\_\_\_

Age Group: \_\_\_\_\_ Number of Class Meetings: \_\_\_\_\_

Times (am/pm): Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Participants: Minimum: \_\_\_\_\_ Maximum: \_\_\_\_\_

The District reserves the right to set class fees. Do you have a recommendation? \_\_\_\_\_

How much prep time is needed at each class meeting for set up? \_\_\_\_\_

How much prep time is needed at each class meeting for clean up? \_\_\_\_\_

What skill levels does this program cover (Beginning-Advanced)? \_\_\_\_\_

Does this program require pre-requisites? If so, explain: \_\_\_\_\_



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## Participant Information

Will outside materials need to be purchased by the participant? \_\_\_\_\_

If so, please list cost and where items may be purchased? \_\_\_\_\_

Will materials be needed for the 1st class meeting? \_\_\_\_\_

Are there any special clothing requirements for the class? \_\_\_\_\_

Describe: \_\_\_\_\_

Does the participant need a partner for the program (including dance, parent/me classes)? \_\_\_\_\_

Describe to what extent parent participation will be allowed or is needed? \_\_\_\_\_

Please list any other special information participants should receive when registering? \_\_\_\_\_

## District Support

*Please attach a diagram of room set up*

Facilities needed (This refers to type & size of room, special floor, access to sink/water, etc.): \_\_\_\_\_

What basic supplies will you need from the District? (Tables, chairs, mats, P.A. system, stereo etc?) \_\_\_\_\_

What type of publicity, outside of the District brochure, do you plan on using? \_\_\_\_\_



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## Instructor Information

Please list the approximate dollar amount you wish to make per hour: \_\_\_\_\_

Have you ever taught or are currently teaching classes on a percentage basis? \_\_\_\_\_

If so, please list locations and percentages: \_\_\_\_\_

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The District may require liability insurance for your program. Are you prepared and/or willing to provide your own liability insurance? \_\_\_\_\_

Do you currently have potential participants that are interested in this program? \_\_\_\_\_

If so, where are they from (past classes, your own advertising, etc)? \_\_\_\_\_

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Are there any additional comments / information about your program you would like to add? \_\_\_\_\_

## Attachments

Please attach the following items to this proposal:

- **Current resume** - including any past experience, paid or unpaid, that qualifies you to teach this program. Please include personal and professional references.
- **Program Outline** - what will the program cover and how will it obtain its goals.
- **Program Site Diagram** - please sketch a basic layout your program will require including table/chair placement or any other amenities.
- **Promotional Items** - any program related materials you have including flyers, brochures, press releases, etc.

**You may return your proposal via fax, email or mail to:**

Hayward Area Recreation & Park District  
1099 "E" Street  
Hayward, CA 94541  
Phone: (510) 881-6700 Fax: (510) 881-6763