



Becoming an Independent Contractor

Thank you for your interest in becoming an Independent Contractor hereinafter called “Instructor” with the Fair Oaks Recreation & Park District (FORPD). We are excited about the possibility of working together to reach our common goals and to serve the community. FORPD offers a wide variety of seminars, classes and activities. Your involvement will magnify and contribute to the overall success of our Leisure Enrichment programs.



What is an Instructor?

With FORPD all Instructors are Independent Contractors. This is a person or business who performs services for another person under an expressed or implied agreement and who is not subject to the other’s control or right to control, the manner and means of performing the services; not as an employee.

How to become an Instructor?

1. Check our current activity guide, The Roost, for current activity listings.
2. Submit an **Application** and **New Class Proposal** by the applicable deadline to the Recreation department either in person, 4150 Temescal St., or by fax (916) 966-9863. *Please note, submitting does not guarantee that the class or activity will be added to the FORPD’s public recreation offering.
3. After review, the recreation department will set up an in person meeting to discuss further or deny the new class proposal.
4. Once the details of the new class proposal and agreement are confirmed you must submit all required documents as well as pass a DOJ live scan.
5. An agreement will be produced outlining the specifics of the course or activity you agree to instruct.



Deadlines

Summer (May-August)	1 st Friday in January
Fall (September-December)	1 st Friday in May
Winter/Spring (January-April)	1 st Friday in September

Class Pricing/Compensation

As a contractor you establish the price for your services. If your program is held in a District facility the split is 60/40. (60% of gross earnings to the instructor and 40% to the District-minus the ADA, Administrative Processing, and Non Resident Fees). If your program is held in your own facility the split is 70/30 (70% of gross earnings to the instructor and 30% to the District-minus ADA, Administrative Processing, and Non Resident Fees). Instructors are paid out after completion of the class.

Questions?

Call (916) 966 -1036 or read through the instructor guidelines.





Independent Contractor- Application

4150 Temescal St. Fair Oaks, CA 95628 • (916) 966 – 1036 • Fax (916) 966 -9863

APPLICANT INFORMATION

Business name: _____

Business website: _____

Business License #: _____

Applicant name: _____ Title: _____

Address: _____ Apartment/Unit #: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Fax: _____ Cell: _____

REFERENCES

Please list three references (no relatives)

1. _____ Phone Number: _____

2. _____ Phone Number: _____

3. _____ Phone Number: _____

CLASS/PROGRAM INFORMATION

Subject interested in teaching: _____

Have you taught this class before? YES - Please complete information below No

1. Location: _____ Class/Program Title: _____

Duration of Class/Program: _____ Contact Name: _____

May we contact them as a reference? Yes No Phone: _____

2. Location: _____ Class/Program Title: _____

Duration of Class/Program: _____ Contact Name: _____

May we contact them as a reference? Yes No Phone: _____

Please describe your experience related to subject you wish to teach, paid or volunteer. _____

CONVICTIONS

Conviction will not necessarily disqualify an applicant from agreement. All interested parties will be required to be fingerprinted prior to start of agreement.

Have you ever been convicted by a court of a felony? YES No

If yes, please explain what conviction, when, where and disposition of the case: _____

DISCLAIMER AND SIGNATURE

Independent contractors are contracted with the Fair Oaks Recreation and Park District to provide instruction for recreational activities and are not employees of the District. Independent contractors shall be dismissed at any time if the District finds their instruction to be inadequate or their behavior, attitude or appearance to be unacceptable.

I hereby certify that all statements made in this application are true, complete and without omission. I authorize investigation of all matters represented by this application. I agree and understand that any misstatements or omission of material fact on this application will cause forfeiture on my part of all rights of becoming an instructor with the Fair Oaks Recreation and Park District no matter when said misstatements or omission is discovered or comes to light. I also authorize employers, schools, or persons from employers or past contacts where classes were once taught to give any information regarding my employment, qualifications and character. I hereby release said employers, schools or past contacts where classes were once taught and the Fair Oaks Recreation and Park District from any liability or damages for receiving using or releasing information.

Signature: _____ Date: _____



Independent Contractor- New Class/Program Proposal

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CONTRACTOR INFORMATION

Business name: _____ Instructor name: _____

Instructor bio (to be included online): _____

CLASS INFORMATION

Class/program title: _____

Class/program description (2-3 sentences to be included in *the Roost* activity guide): _____

Detailed class/program description, if applicable (to be included): _____

Catalog season: Winter / Spring
Jan – April Summer
May – Aug Fall / Winter
Sept – Dec

Class/program length (session): ___ Day(s) ___ Week(s) ___ Month(s) Ongoing

Day(s) of the week: Sun Mon Tues Wed Thurs
 Fri Sat

How many classes per session? _____ Class/program date(s): _____

Skip dates: _____

Class/program start time: _____ Class/program end time: _____ Total class time: _____

ENROLLEMENT & REGISTRATION REQUIREMENTS

Minimum enrollment needed to run class: _____ Maximum enrollment: _____

If your class/program runs and you have not yet reached your maximum enrollment will you accept late registration?

No Yes, participant may miss a maximum of _____ classes.

Will you allow late registrations to be at a prorated rate? Yes No

FEES AND MATERIALS

Class/program fee: \$ _____ Drop in fee: \$ _____

Fee amounts are what the participant pays per class/program. Instructor will be paid out on agree upon split. These fees should NOT include ADA, Admin Processing or Non Resident fees.)

Material fee: \$ _____ any supplies/uniforms participants will purchase from you.

List of materials participants will purchase from you: _____

Special Instructions for participant (what to bring, what to wear, etc.): _____

FACILITIES, FIELDS AND EQUIPMENT

Location: FORPD Facility _____ Other _____

In order to help us find a location that would best suit the needs for your particular class/program please denote facility and equipment needs that are critical for your class to take place, when appropriate please include quantity.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Hardwood Floors | <input type="checkbox"/> Carpet | <input type="checkbox"/> Stage | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Indoor/ Outdoor Space | <input type="checkbox"/> Open Grass Field | <input type="checkbox"/> Skate Park | <input type="checkbox"/> Tennis Court |
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Softball Field | <input type="checkbox"/> Table(s) _____ | <input type="checkbox"/> Chair(s) _____ |

Fair Oaks Recreation and Park District does not set-up or prep facility or fields for Independent contractors. Please indicate the amount of prep and clean up time needed in the facility or on the field as well as a description of what is prepped and cleaned up.

Prep time: _____ Description: _____

Clean Up time: _____ Description: _____