



CLASS & CAMP PROPOSAL FORM

NOW ACCEPTING Proposals for Virtual & In-Person Activities through 2020 and contingent on Marin County Health Orders & Guidelines.

Note: Please provide separate forms for each class or age group.

Please return form to: Erin Duggan
eduggan@tcmmail.org

Corte Madera Parks & Recreation Department
 498 Tamalpais Drive, Corte Madera, CA 94925

INSTRUCTOR INFORMATION

First Name	Last Name	M. I.	
Name of Business or Organization			
Address	City	State	Zip
Home or Business Phone:	Cell Phone:		
Email	Website		
To whom should checks be payable? *			<input type="checkbox"/> Individual <input type="checkbox"/> Business
*Make sure name and address match W9 submitted.			

CLASS DESCRIPTION

Proposed Class Title:

Class Description for Activity Guide (Include benefit statements and "you" language, **100 words maximum**)

CLASS PREFERENCES

Facility Preference

Virtual (List Platform Provider, example: Zoom) _____

In-person (List preferred facility or room type and note if you need certain amenities like mirrors, sink, etc.)

If requesting tables & chairs- please list how many, dimensions, and attach any sample layouts you might have.

Accept Late Class Registration? * Yes No If Yes, How late? _____

*We will not pro-rate late registration fees for classes missed

CLASS INFORMATION

Age Min.	Age Max.	Min. Class Enrollment	Max. Class Enrollment
Supply/Material Fee (If Applicable): \$ <i>(Payable to Instructor on 1st Class) or attach a list of materials that Students should purchase in advanced.</i>		List material items provided by instructor:	

Shared Revenue is based on Percentage: 60% of class fee to Contractor (In-Person Class) and 80% to Contractor (Virtual Class).

Class Day(s)	Class Start Date/ End Date(s)	Class Start Time/ End Time(s)	List No Class Dates (i.e. Holiday's and Minimum Days)	# of Class Meetings	Course Fee You will receive % of this total dollar amount.	Per Class Fee Office Use Only	Course #

AGE GROUP ONLINE SUBSECTION

<input type="checkbox"/> Preschool (0-5 years) <input type="checkbox"/> Elementary School (grades 1-5) <input type="checkbox"/> Middle School (grades 6-8) <input type="checkbox"/> Teens (grades 9-12) <input type="checkbox"/> Adults (18+ years) <input type="checkbox"/> Intergenerational/ Family (all ages)	<input type="checkbox"/> Academics <input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Athletics/Sports <input type="checkbox"/> Dance <input type="checkbox"/> Games <input type="checkbox"/> Imagination & Invention	<input type="checkbox"/> Language <input type="checkbox"/> Martial Arts <input type="checkbox"/> Music <input type="checkbox"/> Performing Arts/Theatre <input type="checkbox"/> Personal Growth <input type="checkbox"/> Science/Technology/STEM
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NOTES & REQUIREMENTS Specific to COVID-19 Pandemic

- Local schools will likely resume after 10/5/20. [Larkspur-Corte Madera School District](#)
 - Contractors are required to follow County of Marin approved guidelines as they will be updated or amended periodically. All Contractors are required to specify how compliance with these guidelines will be achieved in the description of the proposed activity.
 - [Parks & Outdoor Recreation](#)
 - [Child Care & Youth Programs](#)
 - All Contractors teaching In-Person are required to submit a completed [Site-Specific Protection Plan](#) with this Class Proposal.
- As of 9/21/20,**
- IN-PERSON CLASSES are permitted outdoors & capacity is max 14 participants.

INSTRUCTOR INFO

Your Bio: experience, qualifications, skills, certifications, accomplishments...as they pertain to what you are teaching. This information may be used in in our Activity Guide, or on our social media (i.e. the Parks and Recreation Facebook page), or in other marketing efforts. **50 words maximum.**

REFERENCES

<input type="checkbox"/> New Contractor: If new, please provide 2 references below.		<input type="checkbox"/> Continuing Contractor with the Town– no references required.	
Name	Phone	Email	
Name	Phone	Email	

INSTRUCTOR REQUIREMENTS

IF you are selected to teach a class through the Town of Corte Madera Parks & Recreation Department, we will require you to provide the following at the contractor's expense:

- Insurance: Town Attorney determines level of insurance. Businesses are required to name the city as additional insured \$1million
- Live scan (fingerprint): Independent contractors must complete prints with the Town listed under Contributing Agency.
- TB clearance (every 2 years): If working in-person with minors, under 18 years, proof of TB clearance required.
- W9: All contractors must provide an updated W9 annually. Note: checks will be issued to the name & address listed on the W9.
- Instructor Agreement: All contractors must sign this form for each class and each session
- If you are teaching in another jurisdiction in addition to Corte Madera, you may need to apply for a Corte Madera business license to be an Independent Contractor for the Parks & Recreation Department.

DISCLAIMER AND SIGNATURE

Contract Instructors are contracted with the Town to provide instruction for specialty recreation activities, and are therefore not employees of the Town of Corte Madera. Contract Instructors shall be dismissed at any time if the Parks & Recreation Department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Contract Instructor. I certify that all statements in this application are true and complete. I agree and understand that any incorrect statements or omissions of material facts herein will cause forfeiture on my part of all rights to contracting with the Town of Corte Madera. I release all individuals who provide information to the Town from all liability regarding the use of such information.

This Proposal shall be attached to Exhibit A of the Instructor Agreement.

Signature	Date
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Upon proposal review, we will contact you to let you know if your class is a good fit for our program. Thank you for your interest.

Date Received	Staff Initials	Rec Pro Entry	Staff Initials
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