

Town of Yucca Valley  
Community Services Department  
57090 Twentynine Palms Hwy  
Yucca Valley, CA 92284

**Recreation Class Proposal**

**Date:** \_\_\_\_\_

All Recreational Class Proposals must be attached to a Contract Class Instructor Application. Attach additional sheets with the class outline and/or resume if you wish, but fill in all of the blanks below. New classes will not be scheduled before consultation with the Recreation Supervisor and approval by the Director of Administrative Services.

**Class Title:** \_\_\_\_\_ **Number of Weeks:** \_\_\_\_\_

**Brief Class Description:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preferred Class Location:** \_\_\_\_\_

**Date(s) classes will not be held because of holiday or vacation:**  
\_\_\_\_\_

**Class Fee:** \$ \_\_\_\_\_ **Per Class** \_\_\_\_\_ **Per Session** \_\_\_\_\_ **Material Fee:** \$ \_\_\_\_\_

Instructor receives 70% of total class fees collected.

**Class Minimum:** \_\_\_\_\_ **Class Maximum** \_\_\_\_\_ (All classes require a minimum of 6 participants)

**Special equipment requested:** \_\_\_\_\_

**Students should supply:** \_\_\_\_\_

Preferred Start Date	Preferred End Date	Preferred Date of Week	Number of Meetings	Participant Age Group

**Instructor's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Which phone number/email may we release to the public? \_\_\_\_\_

**Assistant's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Proposal Disclaimer:     Completing the Proposal form is NOT a confirmation that the class has been approved.**

- Please note that classes will not be held on any observed holidays without staff approval.
- No additional classes other than those advertised in the brochure will be permitted.
- Classes that are cancelled due to low enrollment for two consecutive quarters will no longer be offered.
- **All instructors, assistants and substitutes are required to be fingerprinted.**
- The Community Services Department handles all the registration for classes. Instructors are not permitted to collect fees other than material fees. 100% of the material fee goes to the instructor.
- The instructor will be paid 70% of the total enrollment fees collected.
- Instructors are required to attend one orientation meeting per year.
- Contract Instructors will not discriminate against any employee, volunteer, participant or student due to race, religion, creed, color, national origin, gender, sexual orientation, physical or mental handicap, marital status, veteran status or age.

I have read and understand the above policies and understand that completing this form is not a confirmation that my class has been approved. I further understand that I must sign an Agreement for Community Services Instruction prior to teaching.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For office use only:**

- Date proposal received** \_\_\_\_\_
- Facility availability**
- Coordinator review/consultation**
- Fingerprint results**

Recommended:

Approved:

\_\_\_\_\_

\_\_\_\_\_

Recreation Supervisor

Director of Administrative Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Town of Yucca Valley  
Community Services Department

**CONTRACT CLASS INSTRUCTOR APPLICATION**

(Print in ink)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Which contact information may be given to the public? \_\_\_\_\_

Social Security or Tax ID Number: \_\_\_\_\_ (Kept Confidential)

Proposed recreation class: \_\_\_\_\_

Qualifications, experience & specialized training to teach this class (attach resume if available):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References: (Work or teaching related):

	Name	Phone
1.	_____	_____
2.	_____	_____
3.	_____	_____

As an adult have you ever been convicted (or are currently out on bail or out on your own recognizance pending trial) of a felony, or misdemeanor other than a minor traffic violation? \_\_\_\_\_

If so, list what, when, where and disposition of case on the back of this application or on an attached sheet. (Note: a criminal record does not constitute an automatic bar to acceptance as a contract class instructor, but will be considered in terms of the activities to be performed in the capacity as contract instructor). \_\_\_\_\_ (initial)

I certify that all statements on this application are true and complete to the best of my knowledge. I hereby authorize the Town of Yucca Valley to investigate any information contained in this application. I understand false or incomplete statements shall be sufficient cause for disqualification or dismissal of contract. \_\_\_\_\_ (initial)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_