



PARKS & RECREATION DEPARTMENT

CONTRACTUAL INSTRUCTOR PROPOSAL

Thank you for your interest in teaching for the City of San Marcos! The Parks & Recreation Department seeks to provide classes and programs that are recreational in nature and support the mission, vision and values of the department. We are always looking for qualified, dedicated instructors to offer a variety of programs to our residents and the residents of the surrounding North County community.

WHO ARE CONTRACTUAL INSTRUCTORS?

A Contractual Instructor is an independent contractor for the City. Contractual Instructors are not employees of the City of San Marcos. Contractual instructors are responsible for designing and executing the program content.

- ✓ Instructor must have a pre-determined business curriculum, plan and/or model
- ✓ Instructor offers a specialized activity or service of community interest (as determined by the City)
- ✓ Instructor has expertise and/or experience in the activity or service being provided
- ✓ Instructor is looking to share business responsibilities and logistics with the City

HOW ARE CONTRACTUAL INSTRUCTORS PAID?

Contractual Instructors do not rent the City facilities, however a portion of the fees collected are retained by the City to cover facility usage, registration, administration and promotion of the class in the San Marcos Recreation Guide, three times per year.

The City's standard payment split for contract classes is: Instructor receives 60% and City retains 40%. The contractual instructor assumes all tax liability on the revenue received from instructed classes and is expected to report all earnings for tax purposes.

HOW DO I BECOME A CONTRACTUAL INSTRUCTOR?

New contractual instructors must complete a proposal and submit to the Parks & Recreation Department. Proposals are reviewed and evaluated based on the department's core visions and values, community interests and facility availability. If the proposed class seems viable, an interview will be scheduled. If accepted, the instructor will be hired on a contractual basis.

IF YOUR PROPOSAL IS ACCEPTED, YOU WILL NEED TO:

- ✓ Sign an Instructor Agreement (Contract)
- ✓ Obtain a San Marcos City Business License
- ✓ Complete Livescan/Fingerprinting
- ✓ Obtain Liability insurance including Certificate of insurance (Acord Form), Additional insured endorsement, waiver of subrogation endorsement, primary wording endorsement

- ✓ Provide Commercial auto/personal auto policy
- ✓ Obtain Proof of worker's compensation/worker's compensation exemption
- ✓ Complete a Vendor set up form/W9

Any questions regarding contractual programs should be directed to Holly Payad, Recreation Supervisor, hpayad@san-marcos.net

PLEASE REVIEW THESE TIPS BEFORE SUBMITTING AN APPLICATION:

- ✓ Review the current San Marcos Recreation Guide to see if your proposed class is already being offered
- ✓ If a similar program is being offered, how is yours different? Can it be modified to meet a need that is currently not being met?
- ✓ Review the San Marcos Recreation Guide and make sure that program pricing falls in line with what is currently being offered

Due to print deadlines and internal vetting processes, applications must be submitted approximately four months in advance. Please review the timelines below.

San Marcos Rec Guide Edition	Date Range of Classes Held	Application Due
Winter/Spring	January to April	Early September
Summer	May to August	January
Fall	September to December	Early June

CONTRACTUAL INSTRUCTOR PROPOSAL APPLICATION

Please email completed proposals to: hpayad@san-marcos.net or mail to:
City of San Marcos Parks & Recreation at 3 Civic Center Drive, San Marcos CA 92069

TODAY'S DATE:	ADDRESS:
INSTRUCTOR NAME:	CITY:
BUSINESS NAME:	ZIP:
EMAIL ADDRESS:	PRIMARY PHONE:
SUGGESTED CLASS TITLE:	
TARGET AGE GROUP:	MIN # OF STUDENTS TO HOLD CLASS:
DAYS YOU PREFER TO TEACH:	1ST CHOICE: 2ND CHOICE:
TIME YOU PREFER TO TEACH:	1ST CHOICE: 2ND CHOICE:
PROPOSED COST PER STUDENT PER CLASS: \$	
BRIEF CLASS DESCRIPTION:	
EQUIPMENT REQUESTED (I.E.: FLOORING, MIRRORS, TABLES, CHAIRS, MATS, ETC.):	
PLEASE EXPLAIN YOUR BACKGROUND AND EXPERIENCE AS IT RELATES TO THIS CLASS?	
DO YOU CURRENTLY HAVE A FOLLOWING OR AN INTEREST LIST IN NORTH COUNTY?	

I, the undersigned, assure that the information contained herein is complete and accurate. I understand that this is simply a proposal to teach a class through the City of San Marcos. It is not a contract for employment nor a promise that I will be selected as a contract instructor. Proposals will be kept on file for one year.

Name _____ Signature _____ Date: _____