



SUBJECT: FALL 2009 / Winter 2010 – INSTRUCTOR RECRUITMENT

Dear Instructor:

Due to recent budget cuts, the staff of the Community Services Department has decided to print two activity guides per calendar year. These brochures will cover the Cold & Hot months respectively. We are currently working on the “**Cold Issue**” **Fall 2009 / Winter 2010** brochure. The upcoming brochure will cover the calendar dates of **Tuesday, September 8 through Thursday, February 25, 2010**.

Please complete the attached *Proposal Form*, **read** and **sign** the *Class Proposal Requirements sheet*, and attach a **current resume** for consideration. Return all information to the Community Services Department by **Friday, June 26, 2009**. Proposals received after the deadline will not be accepted. Please pay close attention to your proposal, you are responsible for proofreading dates, times, prices, and your class write-up.

Proper submission of a class proposal does not guarantee approval. Criteria of approval includes (but is not limited to) price, benefit to student, length of class, time slot, etc. **Approval of classes is at the sole discretion of the Community Services Department.**

If you have any additional questions or concerns you may reach me at 777-7094. Thank you.

Sincerely,

Gilbert Villalpando
Recreation Activities Coordinator

Enclosures
Proposal Form
Requirements



Community Services Department Fall 2009 / Winter 2010 Class Proposal Requirements

- **Please read the information below, sign, and return with proposal verifying that you understand these requirements. Proposals will not be accepted without this signed document.**
- Complete all personal information including **day, evening, mobile phone, e-mail, fax numbers and a recent resume**. *Returning Instructors are also to complete all information and write ups!*
- **The class write up is the most important part of the proposal.** Be creative, informative, yet brief. Explain the benefit of taking your class. What will they learn and how can they apply it to their life? Please keep write up information to **less than 30 words** and class title **less than 19 characters**. It may be edited by staff without prior notice to fulfill activities guide space requirements.
- The day of the week is your choice, classes are offered **Monday through Thursday**. Please be aware that no classes will be held on the following holidays: **Voting (November 3), Veterans Day (November 11) Thanksgiving (November 26 & 27), Winter break (December 21 – January 1), Martin Luther King, Jr. (January 18), and President's Day (February 15)**. Classes held at La Quinta High School may be affected for school functions. We will inform you of these dates and omit them from your proposed schedule.
- Classes are held in the evening, and can begin anytime after **5:30 PM**. Please do not have an ending time later than **9:00 PM**. Pick your time slot according to your age range.
- The fall/ winter class schedule begins **the week of Tuesday, September 8, 2009, and runs until Thursday, February 25, 2010. Please do not have your class start any earlier.** The date of your last class will depend on the length of your sessions. You may choose **one-week to six-week sessions only**. Please list the dates of **each** session on the proposal. You may want to plan a small break between sessions and be sure to put the **exact dates** on this form. **Instructors are responsible for proofing all material before submittal!**
- Class fees should be practical; remember, this is a recreational activity. Staff may recommend adjustment of fees based on market data and financial analysis. If you will supply books, paints or equipment, be sure to implement a nominal material fee. Participants, pay the material fee directly to you at the first class.
- The **maximum number** of students is set to stop enrollment when the class is full. The **minimum** is to decide if the class will be **cancelled** due to low enrollment. Minimum enrollment must **not** exceed 5 students. Many times participants register the day of the class. Classes that do not fulfill the minimum enrollment requirements will be cancelled the afternoon before the class by Community Services staff. The instructor and any students that were enrolled will be notified via phone.
- The contract agreement is 70% Instructor, 30% City and all **Instructors are required to obtain a city business license before starting a class**. The City of La Quinta will not provide any equipment other than a room for instruction. Projectors, TV, VCR, various supplies etc. must be supplied by the instructor. The facility most appropriate to your class will be assigned after your proposal has been accepted.
- Completed Proposals must be returned to the Community Services Department **no later than Friday, June 26, 2009**. Send to: P.O. Box 1504, La Quinta, CA 92247, Attention: Gilbert Villalpando; Fax (760) 777-1231; or e-mail gvillalpando@la-quinta.org. Incomplete and late proposals will not be accepted. If you have questions, please call me at 777-7094. **Thank you!**

Instructor Signature _____

Date _____

Signing this document only verifies that you have read and understand the material within this document.

This document **shall not** act as a contractual agreement between you and the City of La Quinta.



**COMMUNITY SERVICES DEPARTMENT
INSTRUCTOR'S CLASS PROPOSAL/BROCHURE INFORMATION**

Instructor's Name:		Soc. Sec. #:					
Mailing Address:		City:	Zip:				
Phone #: (Day)	(Eve.)	(Fax)					
(Email address)							
Do you authorize us to release your phone number to students?: Yes No							
Title of Proposed Course: (19 Characters or less)							
*Give a brief write-up about your class. (UNDER 30 WORDS)							
*Write up is subject to change/edit to satisfy brochure requirements without prior notification.							
Circle Day(s) Class Held:		MON.	TUES.	WED.	THU.	SAT.	Total # of Weeks(per session):
							(Max 6 weeks):
Time Class Starts:		AM or PM		Time Class Ends:		AM or PM	
Session #1	Date of 1st class	Date of last class		No class on this date			
Session #2	Date of 1st class	Date of last class		No class on this date			
Session #3	Date of 1st class	Date of last class		No class on this date			
Minimum # of Students:		Maximum # of Students:		Minimum Age (if any):			
Fee for Class:		Additional material fee to be paid at time of 1st class:		Materials Required of Students:			
\$		\$					
Instructor's Signature:				Date:			

(Staff Use Only) Facility/Room assigned: