

Class Proposal Schedule

Session Dates:

Summer 2009

Class Proposals Due: Friday, January 9, 2009

(Program Dates: May 4- August 28)

Fall 2009

Class Proposals Due: Friday, May 8, 2009

(Program Dates: August 31 – January 16)

Winter/Spring 2010

Class Proposals Due: Friday, September 11, 2009

(Program Dates: January 20 – May 1)

Staff Contact:

Ann Willmann, Recreation Supervisor

Leisure Interest Classes

895-4711 ext 115

Chico Area Recreation & Park District

545 Vallombrosa Ave.

Chico, CA. 95926

530-895-4711

www.chicorec.com



Have a Special Talent?

Teach a class at CARD



Have you PLAYed today?

Why Teach A Class For CARD?

Since 1948; CARD has been a leader in providing recreation experiences for the citizens of Chico. We do this through programs created by the CARD staff as well as a large group of talented Leisure Interest instructors that bring specialized talents to the community. Come and be part of this dynamic group and provide an opportunity for people to grow and learn new things.

Many of our instructors have years of experience teaching and enjoy the benefit of being able to offer classes without the overhead of owning their own business. There are also several local businesses that offer “specialized” classes at their business. These classes would not be offered at CARD facilities due to the special equipment necessary. This enables CARD to offer classes such as Ceramics, Sewing and Dance without severely impacting the limited facility space at CARD.

Submitting A Class Proposal:

Proposals must be received by the due date for each Activity guide. Late submissions will not be accepted. This includes current and new instructors.

Please keep in mind CARD provides Recreation Programs. A recreational experience defined by CARD is one that enables people to participate in a physical activity, offers an opportunity for individuals to learn a new hobby, skill, or art experience. Therefore classes that focus on Natural Healing, Herbs, Psychic classes, Mystical Programs; Religion based programs, Financial Planning or Medically related courses are currently not being considered.

CARD currently accepts proposals for Adult, Youth, Toddler and activities specifically designed for individuals over the age of 50. The following areas are suggestions for class proposals:

- | | |
|-----------------|---------------------|
| 🔗 Arts & Crafts | 🔗 Health & Fitness |
| 🔗 Cooking | 🔗 Nature Activities |
| 🔗 Dance | 🔗 Performing Arts |
| 🔗 Music | 🔗 Youth Camps |

Still Interested in teaching a class?

Follow these simple steps

Step 1: Read the Instructor Manual found on the CARD website

Step 2: Review the Class submission guidelines for the appropriate brochure period

Step 3: Complete the following paperwork

- CARD Employment Application
- New Instructor Supplemental Form
- Class Submission Form

Step 4: Turn in all paperwork by the deadline, late submissions can not be accepted.

Frequently Asked Questions?

How are instructors paid?

Instructors are paid a percentage of the registration collected for their class. If class is taught in a CARD facility, instructors receive 60% of the registration fee. If classes are taught in the instructor's facility, instructors receive 70% of the registration fee.

When do instructors receive payment for their class?

Instructor payments are processed at the end of the class session. Paydays are determined by the pay schedule of the district and vary for each instructor. This will be covered in a new hire orientation.

Would I be an employee of CARD or an independent contractor?

If you have a business that also offers similar classes to the one you would be offering through CARD, you are considered an independent contractor. An example of this is a ceramics studio offering classes through our activity guide. They hold a business license and offer these classes in a formal business environment.

If you have a special interest and want to share that experience with others, you would become an employee of CARD. An example of this is an individual that would like to teach people how to knit and will be holding class in one of CARD's facilities.

How is registration taken?

All registration is taken at the CARD main office. We offer online registration, walk in registration and mail in registration. We do not take registration over the phone. We accept cash, checks and all major credit cards.

Will I be required to get my own insurance policy?

If you are teaching classes at your business or a non CARD facility, you would be required to provide proof of insurance with CARD named as additionally insured. The specific requirements are listed in the policies and procedures section of the Instructor Handbook.

Once I start offering classes am I guaranteed to continue?

You will receive a request for class proposals for each new activity guide. A request for proposal does not guarantee acceptance each time. Your class will be reviewed each season and may be discontinued for the following reasons: No facility space, low or no registration for previous classes offered, or a change in direction for the district.

What if I have more questions?

Please call the CARD office at 530-895-4711 and ask for the Recreation Supervisor in charge of Leisure Interest Classes.