



## Becoming an Independent Contractor

Thank you for your interest in becoming an Independent Contractor hereinafter called “Instructor” with the Fair Oaks Recreation & Park District (FORPD). We are excited about the possibility of working together to reach our common goals and to serve the community. FORPD offers a wide variety of seminars, classes and activities. Your involvement will magnify and contribute to the overall success of our Arts & Leisure Enrichment programs.



### What is an Instructor?

With FORPD all Instructors are Independent Contractors. This is a person or business who performs services for another person under an expressed or implied agreement and who is not subject to the other’s control or right to control, the manner and means of performing the services, not as an employee.

### How to become an Instructor?

1. Submit your Teaching Artist Resume and work samples, **FORPD Application** and **New Class Proposal** to the Arts and Entertainment Manager via email.
2. Participate in a meeting with the A&E Manager
3. Once the details of the new class proposal and agreement are confirmed you must submit all required documents as well as pass a DOJ live scan.
4. Sign an agreement outlining the specifics of the course or activity you agree to instruct.

### Deadlines

#### **We are current taking applications for 2023 !**

Fall (September- December)	1 <sup>st</sup> Friday in June
Winter (January-April)	1 <sup>st</sup> Friday in August
Spring/Summer (May-August)	1 <sup>st</sup> Friday in February

### Class Pricing/Compensation

As a contractor you establish the price for your services. If your program is held in a District facility the split is 60/40. (60% of gross earnings to the instructor and 40% to the District-minus the ADA, Administrative Processing, and Non Resident Fees). If your program is held in your own facility the split is 70/30 (70% of gross earnings to the instructor and 30% to the District-minus ADA, Administrative Processing, and Non Resident Fees). Instructors are paid out after completion of the class.

### Questions?

Call (916) 241-3819 email [dwhitmore@forpd.org](mailto:dwhitmore@forpd.org)





# Independent Contractor- Application

4150 Temescal St. air Oaks, CA 95628 • (916) 966 – 1036 • Fax (916) 966 -9863

## Applicant Information

Individual/Business name: \_\_\_\_\_

Website: \_\_\_\_\_

Business License #: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ apartment/Unit #: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

## CLASS/PROGRAM INFORMATION

Subject interested in teaching: \_\_\_\_\_

Have you taught this class before?  YES - Please complete information below  No

1. Location: \_\_\_\_\_ Class/Program Title: \_\_\_\_\_

Duration of Class/Program: \_\_\_\_\_ Contact Name: \_\_\_\_\_

May we contact them as a reference?  Yes  No Phone: \_\_\_\_\_

2. Location: \_\_\_\_\_ Class/Program Title: \_\_\_\_\_

Duration of Class/Program: \_\_\_\_\_ Contact Name: \_\_\_\_\_

May we contact them as a reference?  Yes  No Phone: \_\_\_\_\_



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Please describe your experience, paid or volunteer, related to the subject you wish to teach. \_\_\_\_\_

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## CONVICTIONS

Conviction will not necessarily disqualify an applicant from agreement. All interested parties will be required to be fingerprinted prior to start of agreement.

Have you ever been convicted by a court of a felony?     YES     No

If yes, please explain what conviction, when, where and disposition of the case: \_\_\_\_\_

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## DISCLAIMER AND SIGNATURE

Independent contractors are contracted with the Fair Oaks Recreation and Park District to provide instruction for recreational and art activities and are not employees of the District. Independent contractors shall be dismissed at any time if the District finds their instruction to be inadequate or their behavior, attitude or appearance to be unacceptable.

I hereby certify that all statements made in this application are true, complete and without omission. I authorize investigation of all matters represented by this application. I agree and understand that any misstatements or omission of material fact on this application will cause forfeiture on my part of all rights of becoming an instructor with the Fair Oaks Recreation and Park District no matter when said misstatements or omission is discovered or comes to light. I also authorize employers, schools, or persons from employers or past contacts where classes were once taught to give any information regarding my employment, qualifications and character. I hereby release said employers, schools or past contacts where classes were once taught and the Fair Oaks Recreation and Park District from any liability or damages for receiving using or releasing information.

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



## Independent Contractor- New Class/Program Proposal

4150 Temescal St. Fair Oaks, CA 95628 • (916) 966 – 1036 • Fax (916) 966 -9863

### CONTRACTOR INFORMATION

Business name: \_\_\_\_\_ Instructor name: \_\_\_\_\_

Instructor bio (to be included online): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CLASS INFORMATION

Class/program title: \_\_\_\_\_

Class/program description (2-3 sentences to be included in *the Roost* activity guide): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detailed class/program description, if applicable (to be included): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Catalog season:  Winter / Spring  
Jan – April  Summer  
May – Aug  Fall / Winter  
Sept – Dec

Class/program length (session):  \_\_\_ Day(s)  \_\_\_ Week(s)  \_\_\_ Month(s)  Ongoing

Day(s) of the week:  Sun  Mon  Tues  Wed  Thurs  
 Fri  Sat

How many classes per session? \_\_\_\_\_ Class/program date(s): \_\_\_\_\_

Skip dates: \_\_\_\_\_

Class/program start time:

Class/program end time:

Total class time:

## ENROLLEMENT & REGISTRATION REQUIREMENTS

Minimum enrollment needed to run class: \_\_\_\_\_ Maximum enrollment: \_\_\_\_\_

If your class/program runs and you have not yet reached your maximum enrollment, will you accept late registration?

No  Yes, participant may miss a maximum of \_\_\_\_\_ classes.

Will you allow late registrations to be at a prorated rate?  Yes  No

## FEES AND MATERIALS

Class/program fee: \$ \_\_\_\_\_ Drop in fee: \$ \_\_\_\_\_

*Fee amounts are what the participant pays per class/program. Instructor will be paid out on agree upon split. These fees should NOT include ADA, Admin Processing or Non Resident fees.)*

Material fee: \$ \_\_\_\_\_ any supplies/uniforms participants will purchase from you.

List of materials participants will purchase from you: \_\_\_\_\_

Special Instructions for participant (what to bring, what to wear, etc.): \_\_\_\_\_

## FACILITIES, FIELDS AND EQUIPMENT

Location:  FORPD Facility \_\_\_\_\_  Other \_\_\_\_\_

In order to help us find a location that would best suit the needs for your particular class/program please denote facility and equipment needs that are critical for your class to take place, when appropriate please include quantity.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Hardwood Floors       | <input type="checkbox"/> Carpet           | <input type="checkbox"/> Stage          | <input type="checkbox"/> Kitchen        |
| <input type="checkbox"/> Indoor/ Outdoor Space | <input type="checkbox"/> Open Grass Field | <input type="checkbox"/> Skate Park     | <input type="checkbox"/> Tennis Court   |
| <input type="checkbox"/> Basketball Court      | <input type="checkbox"/> Softball Field   | <input type="checkbox"/> Table(s) _____ | <input type="checkbox"/> Chair(s) _____ |

Fair Oaks Recreation and Park District does not set-up or prep facility or fields for Independent contractors. Please indicate the amount of prep and clean up time needed in the facility or on the field as well as a description of what is prepped and cleaned up.

Prep time: \_\_\_\_\_ Description: \_\_\_\_\_

Clean Up time: \_\_\_\_\_ Description: \_\_\_\_\_