



June 2, 2015

Dear Instructor,

We are now accepting proposals for Fall classes (for session dates between September 1 and December 31, 2015). Please use the enclosed "Class Proposal Form" for all class proposals. **Forms are due in our office no later than June 22th.** The management staff will review all class proposals. Programs are selected based on suitability, space and time availability for each facility. Instructors will be notified whether or not we have selected their course proposal. Please note, not all programs may be accepted.

#### **GUIDELINES FOR COMPLETING PROPOSAL FORMS**

- Please fill out your proposal form(s) completely. If you are a continuing instructor, you still must fill out a new form, even if you are using the same information as a previous session!
- A separate form is required for each class subject. Please copy or request additional forms if you are proposing more than one class.
- Please keep your course description brief and to the point as well as creative. This is your chance to market your class!
- Photographs or graphics included will not be returned. Photos need a release attached with the names of the individuals, their phone number and permission for use in our Community Services marketing materials.
- Please be sure to make allowances for the holidays which occur during this session that may affect your program. All Community Centers will be closed on the dates listed below.
- **Classes and sessions are to cover September – December.**

#### **Few Details:**

##### **Payment/Instructor Status:**

If your program is selected, you will work as a contract instructor and need to complete and EDD form and W-9. As a contract instructor, you will be paid on a percentage basis as an Independent Contractor. No taxes will be withheld from the City of San Rafael. You are responsible for all taxes. Payment is made after a class has been completed and all new instructors receive 60% of the base program revenue. All instructors working with any students under the age of 18 will need to have their fingerprints processed, no less than two weeks prior to the start of their class. This will be coordinated with you once your class proposal is accepted.

##### **What we provide:**

If your program is selected, we will promote your program in the Community Services Brochure that goes out to 28,000 households. We will handle registrations and provide updated rosters for your class. Staff will do what we can to help market your class through program flyers and additional resources. We also recommend you market your program through friends and other resources. As an instructor, you will need to follow up one week before the start of your class to check enrollment. We are unable to offer a class that does not meet the minimum number of students.

Please return proposal to: Terra Linda Community Center  
670 Del Ganado Road

San Rafael, CA 94903  
Or email: [terralindapool@cityofsanrafael.org](mailto:terralindapool@cityofsanrafael.org)

## **HOLIDAYS AND BUILDING CLOSURES**

November 11 – Building closed, due to Veterans day Holiday – **no classes**  
November 26 & 27 – Building closed, due to Thanksgiving Holiday – **no classes**  
December 25 – Building Closed for Christmas Holiday – **no classes**  
January 1- Building Closed for New Years Holiday – **no classes**  
January 18 – Building Closed, MLK Jr. Holiday- **no classes**

***The following two weeks, the Dixie School District will have Thanksgiving recess and Winter Break recess.***

***November 23-27, December 21-25, December 28-January 1.***

***Please do not schedule any classes between December 22 and January 1. We will be doing routine maintenance on the building.***

If you have any further questions or need assistance with this process, please call us at (415) 485-3344. Anyone in the office can assist you.

Sincerely,  
**Debbie Younkin**  
Senior Recreation Supervisor