



CITY OF DUBLIN

CONTRACT INSTRUCTOR COURSE PROPOSAL FORM – CONTINUING INSTRUCTORS

Instructors:

1. Fully complete proposal and sign.
2. Submit form to staff before deadline, and a materials/equipment/uniform supply and price list (if applicable).

SECTION 1. – CONTRACT INSTRUCTOR INFORMATION

Course/Program Title: _____

Special Classroom Set-up Requirements (the City does not provide equipment or course materials): _____

Activity Guide Description- Optional (100-word benefit-oriented description; the City reserves the right to edit):

SECTION 2. – COURSE/PROGRAM INFORMATION

Day(s): ☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Session Dates: ____/____/____ to ____/____/____ Time(s): _____ AM/ PM to _____ AM / PM

Additional Session Dates: ____/____/____ to ____/____/____ Time(s): _____ AM/ PM to _____ AM / PM

Confirmation Notes: _____

Course/Program will be for: ☐ Fall/Winter ☐ Winter/Spring ☐ Summer Camps/Aquatics ☐ Summer

Additional Materials/Equipment/Uniforms Fee you will collect (if applicable): \$_____*

**If you are selling items, please attach a list of each item and respective price on a separate sheet.*

Total # of Courses: _____ Projected # of Participants: _____ Contract Instructor/Participant Ratio: _____

Course Minimum: _____ Course Maximum: _____ Participant Ages: _____

INSTRUCTOR ACKNOWLEDGEMENT

I acknowledge that I have read, accept and understand the information and conditions that involve me or my company contracting as an Independent Contractor with the City of Dublin.

Submitting a proposal does not guarantee that the course, program or activity will automatically be added to the City of Dublin's public recreation offering. Additionally, once added, no guarantees are made that the City of Dublin will automatically continue offering the activity or program.

Contract Instructor's Signature

Date

Printed Name

STAFF USE ONLY:

Date Received: _____

Course Continued: Yes: ____ No: ____*

**If no please indicate why:*

Date Entered into CLASS: _____