



CONTRACT CLASS INSTRUCTOR PROPOSAL FORM

Please return completed class proposal form via email to rwalker@cityofmontclair.org or to the Montclair Recreation Center. Proposals must be completely filled out in order to be considered. Proposals are accepted on a continuous basis, but must be submitted by the following deadlines to be considered for the corresponding seasonal activity guides:
Season: Winter/Spring (January – May) Summer (June – August) Fall (September – December)
Deadline: Friday, October 4, 2019 Friday, April 3, 2020 Wednesday, July 1, 2020

APPLICANT / INSTRUCTOR INFORMATION

Instructors teaching classes with minors or teaching classes at the Montclair Civic Center are required to be fingerprinted at instructor's expense.

First Name: Last Name: Are you over 18 years of age?
Business/Organization Name (if applicable): Do you have a valid business license?
Mailing Address:
Primary Phone Number: Alternate Phone Number:
E-mail Address: Website Address:
Valid Certifications/Licenses:
Have you ever been convicted of a felony? If yes, please explain:

RELEVANT WORK EXPERIENCE / VOLUNTEER HISTORY

Current Employer: May we contact them as a reference?
Job Address:
Job Title: Job Start Date:
Contact Person: Phone: Email:
Past Employer: May we contact them as a reference?
Job Address:
Job Title: Job Start Date: Job End Date:
Contact Person: Phone: Email:
Reason for Leaving:
Past Employer: May we contact them as a reference?
Job Title: Job Start Date: Job End Date:
Job Address:
Contact Person: Phone: Email:
Reason for Leaving:

REFERENCES: BUSINESS AND/OR PERSONAL

Name: Relationship:
E-mail Address: Phone #:
Name: Relationship:
E-mail Address: Phone #:
Name: Relationship:
E-mail Address: Phone #:

CLASS PROPOSAL INFORMATION

Name of Proposed Class: _____

Applicant / Instructor Name: _____

Class Season: * Form must be submitted by deadline for selected season consideration
 Winter/Spring 2020 Due: October 4, 2019
 Summer 2020 Due: April 3, 2020
 Fall 2020 Due: July 1, 2020

Description of Proposed Class: * Description will be printed in the brochure, 400 characters maximum, list proper class attire and include supplies students should bring. Class description may be edited at the Human Services Department's discretion based on available space in the brochure.

Proposed Class Location: Montclair Civic Center (Mon - Fri Only - Class space is limited) Fee Split: 60% - Instructor / 40% - City
 Other Location: _____ (Business License & Insurance Required) Fee Split: 70% - Instructor / 30% - City

Proposed Class Session (Ex. 1 class a week for 4 weeks): _____ class(es) a week for _____ weeks

Proposed Session Fee Per Person: Instructors are paid their percentage from the base fee. \$ _____ + \$2 Insurance Fee (if class is located at Montclair Civic Center) = \$ _____
Base Fee + Insurance Fee = Total Session Fee

Material Fee (if any): \$ _____ Reason for Material Fee: _____

Special Equipment Needed by Instructor (if class is located at Montclair Civic Center): _____

Students Should Bring: _____

Do you have current liability insurance coverage for this class? YES NO

PROPOSED CLASS SCHEDULE

Session Start Date	Session End Date	Day(s) of Week	Start & End Time		Age Group	Enrollment Min & Max		Session Fee
<i>Example: 1/8/19</i>	<i>1/29/19</i>	<i>M, T, W, Th, F, S, Su</i>	<i>6:00 pm</i>	<i>7:00 pm</i>	<i>7 - 12 yrs</i>	<i>2 Min</i>	<i>10 Max</i>	<i>\$50</i>

Select / list dates and reasons classes will **NOT** be held (check box to note holiday observance): *Montclair Civic Center Closed

- | | |
|--|---|
| <input type="checkbox"/> * Wednesday, January 1, 2020 - New Year's Day | <input type="checkbox"/> * Thursday, November 26, 2020 - Thanksgiving Day |
| <input type="checkbox"/> * Monday, January 20, 2020 - Martin Luther King Jr. Day | <input type="checkbox"/> * Thursday, December 24, 2020 - Christmas Eve |
| <input type="checkbox"/> * Monday, February 17, 2020 - President's Day | <input type="checkbox"/> * Friday, December 25, 2020 - Christmas Day |
| <input type="checkbox"/> * Monday, May 25, 2020 - Memorial Day | <input type="checkbox"/> * Thursday, December 31, 2020 - New Year's Eve |
| <input type="checkbox"/> * Friday, July 3, 2020 - Observance of Independence Day | <input type="checkbox"/> _____ |
| <input type="checkbox"/> * Monday, September 7, 2020 - Labor Day | <input type="checkbox"/> _____ |
| <input type="checkbox"/> * Wednesday, November 11, 2020 - Veterans Day | <input type="checkbox"/> _____ |

I, the undersigned, verify that the information provided in this application is complete and correct. I understand that providing false information could result in my application being fully dismissed from the review process and future potential contract opportunities. I also understand that completion of this information form does not imply a contract. Therefore, no guarantees can or will be made for the proposed class to be offered by the City of Montclair Human Services Department.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY: Date Received: _____ Received By: _____