

3. Prospective instructors shall complete an instructor application, which illustrates the instructors experience, education, address, personal references.
4. After the prospective instructor has been evaluated by interview and application process, staff may meet with the prospective instructor to discuss and determine the location of the class, a minimum and maximum number of participants, registration fee and duration of the class or activity.
5. The location that the class or activity will be held must be inspected by staff to determine its capacity, available parking, restroom facilities and determine if the facility is sufficient for the class to be held. The facility should be inspected by staff before each class or activity is held.
6. Staff should check all background information and references to ensure that the instructor is capable of teaching the proposed class or activity. Background check includes the following:
 - Fingerprints taken
 - Background check by the Department of Justice
7. Staff will meet the instructor to complete a standardized contract service classes contract. The contract will identify the dates and times of the activity, the location, any liability insurance requirements for the class and how the instructor can be contacted in the event of an emergency. The contract must be signed by the instructor and approved by the Director of Community Services.
8. All registration fees for the class or activity will be payable to the City of Temecula and collected by the City of Temecula, either in person at a City facility or by mail.
9. The instructor shall receive 70% of all registration fees collected for classes or activities. The remaining 30% shall be retained by the City of Temecula Community Services Department to offset costs associated with administration and marketing. The Director or his/her designee has discretion to adjust this fee as necessary for specialized and/or subsidized programs.
10. At the conclusion of each class or activity, staff should conduct an evaluation to determine the success of the program and whether the program should be conducted in the future.

FORMS:

Independent Contractor Proposal Form 0409-Rec Form