



OASIS Senior Center Contract Class Proposal

Dear Potential Contract Instructor:

Thank you for your interest in becoming a Contract Instructor for the OASIS Senior Center for the City of Newport Beach. Attached you will find a Contract Class Proposal form. The OASIS Senior Center is proud to offer a variety of classes for the community. Classes are offered at OASIS Monday through Thursday from 8:00am-8:00pm and Friday from 8:00am-5:00pm. Your application will be kept on file and reviewed on an as-needed basis for space, interest and content. **If selected to move forward in the process, the following pertains:**

IMPORTANT INFORMATION:

- The City pays the Contractor a percentage of the total enrollment fees collected, minus a \$5 per person administration fee and non-resident fees. For example, if the class fee is \$65, \$5 is deducted and the instructor receives a percentage of \$60. Instructors may charge a materials fee, which is not subject to the contractual split.
- Instructors are required to participate in and clear a background check through the City of Newport Beach Police Department and Department of Justice. Instructors are required to pay the fee (approximately \$60) to cover the cost associated with the background check. This is MANDATORY. This step takes place AFTER your application has been approved.
- The City requires a minimum \$1,000,000 liability insurance coverage for all recreation classes. The policy must name the City of Newport Beach as an additional insured with an endorsement letter attached. The City can expedite obtaining insurance through SCMAF. Currently, the cost for SCMAF insurance is \$2.00 per person, per session for liability insurance coverage. Proof of insurance is not required until AFTER your application has been approved.
- For instructors contracted for 8 or more days within a year, a business license must be obtained through the City of Newport Beach Revenue Division. The cost is approximately \$65/year. It is the instructor's responsibility to keep this license current. For instructors contracted for 7 or fewer days per year, no business license is required. Proof of a current business license is not required until AFTER your application has been approved.
- Advertising is provided through the OASIS monthly newsletter which is distributed to all OASIS Senior Center members and the Newport Navigator which is mailed to all Newport Beach residents on a quarterly basis. Any additional advertising is the responsibility of the Contractor. Prior to distribution, the Recreation Supervisor must approve all promotional pieces.
- The City charges non-residents an additional \$5 for classes priced \$74 and under and \$10 for classes priced \$75 and over. This fee is not included in the instructor payment, but it is important that you are aware of it.
- OASIS Senior Center staff receives and processes all class registrations. Class rosters are available on-line.
- Class content and quality is very important. The OASIS staff reserves the right to observe classes at anytime.

Thank you for your interest in offering classes at the OASIS Senior Center. Please contact our front desk for any questions, 949-644-3244

Sincerely,

OASIS Staff

Recreation and Senior Services
Contract Class Proposal- OASIS Senior Center

Name: _____ Date: _____

Address: _____ City/Zip Code: _____

Home Phone: () _____ Work Phone: () _____ Cell/Pager: () _____

E-mail Address: _____

Liability Insurance is required for all instructors: (please circle)

Do you have Liability Insurance: Yes No If no, are you willing to purchase liability insurance: Yes No

Suggested Class Title(s): _____

Please write a 25-50 word description of your class (description will be used for promotional materials):

1. List three reasons why we should offer this program (how students will benefit):

1. _____ 2. _____ 3. _____

2. Length of each session: (ex. 1 time only, 8 wks, 10 wks, etc.) _____

3. Length of each class: (ex. 1 hour, 90 minutes, etc.) _____

4. Preferred day and time: _____ Second choice: _____

5. Min/Max **NUMBER** of students: _____

6. Cost per person: _____ If charging a materials fee, please list: _____

7. Please briefly describe your experience in this area:

8. Please list two (2) professional references:

	<u>Name</u>	<u>Phone #</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____

Please attach two letters of professional reference regarding your experience in your area of instruction, your resume, class outline, sample lesson plan, and any other supplemental material that may assist us in reviewing your proposal.

Signature

Date

Thank you for your interest in offering classes at the OASIS Senior Center. You will be contacted after review of your proposal on an as-needed basis. Return form to:

OASIS Senior Center
801 Narcissus Ave.
Corona del Mar, CA 92625
FAX: (949) 640-7364