



PROGRAM PROPOSAL GENERAL INFORMATION

Thank you for your interest in becoming a contracted instructor for King William County Parks and Recreation. Please read the following information regarding program proposals.

PLANNING YOUR PROGRAM

A. Program Proposals

1. Complete a program proposal form.
2. New instructors must also complete the Contracted Instructor Information form.
3. Program Proposal Deadlines:
June 15 (classes offered September 1-March 1)
December 1 (classes offered March 1-September 1)

B. Facilities

1. King William Parks and Recreation manages the King William Recreational Park and Rec Center. The Department coordinates program locations at King William County Public Schools, County property, and various other community organization properties.
2. If a King William County Public School is requested for a program, Parks and Recreation will facilitate the reservation. You will be provided with confirmation for use of the facility. Please do not contact schools directly.
3. If you have questions regarding facilities, please contact Parks and Recreation.

C. Setting Dates for your Program

1. When submitting proposed dates, please consider school holidays/workdays and County holidays. You can access the school holidays at <http://www.kwcps.k12.va.us>.
2. Offer a make-up day within your proposed dates. King William County Parks and Recreation programs are cancelled when King William County Schools close for inclement weather.

D. Insurance

1. Neither contracted instructors, nor their staff is covered by the county's insurance policy. ***The Manager of the Department of Parks and Recreation will determine if a general liability insurance policy for \$1,000,000 will be required or not for each proposed program. The Manager will notify an instructor if liability insurance is required.*** If required, it is the responsibility of the instructor to obtain a general liability policy for \$1,000,000.
2. A copy of your insurance must be on file with Parks and Recreation two weeks prior to your start date or the program may be cancelled.
3. If the contracted instructor, company, or organization has multiple instructors, insurance is required for any individual the County enters a contract with.
4. It is the responsibility of the instructor to obtain this insurance and add King William County as additionally insured. Some program locations may also need to be additionally insured.

PROMOTING YOUR PROGRAM

1. Your program will be advertised in the department's seasonal activity guide pending the program proposal is received on time. You will receive a copy of what will be printed in the

www.KingWilliamRec.com

P.O. Box 215, King William, VA 23086

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brochure. Please review and make any changes within 24 hours due to time constraints in production. The activity guide is emailed to King William County residents and a select amount of copies will be printed and distributed to the schools, preschools, civic groups, and churches. The guide is also available at the county website: www.KingWilliamRec.com.

2. The Department releases information to the King William Local, the Tidewater Review and the Country Courier.
3. Select program announcements are sent to the schools, preschools, civic groups, and churches in flyer form.
4. The Department makes presentations periodically to local churches and civic groups and school classrooms. These presentations include information about upcoming and ongoing programs.
5. Instructors desiring additional advertising must have approval from King William County Parks and Recreation and are responsible for any costs.

SETTING THE FEE FOR YOUR PROGRAM

1. Instructors are responsible for setting their fees.
2. Independent Contracted Instructors: The Parks and Recreation Department will collect \$4.00 per person from the collected class fees for classes/programs that meet only once; the Department will collect 10% of the collected class fees per person for classes/programs that meet more than once.
3. Part-Time Contracted Instructors: The Parks and Recreation Department will collect \$6.00 per person from the collected class fees for classes/programs that meet only once; the Department will collect 20% of the collected class fees per person for classes/programs that meet more than once.
4. Instructors are responsible for providing any materials and equipment that are required of the class. Instructors may have a materials fee or class list of items needed.
5. Various equipment owned by Parks and Recreation may be requested for an instructor's use. Please indicate on the Program Proposal.
6. Example: Participant Cost:

\$60.00 for a 6 week class x 10 participants	= \$600
<u>10% to Parks and Recreation</u>	<u>= \$60</u>
Instructor Receives	= \$540

CANCELLATIONS/ REFUNDS

1. King William County Parks and Recreation reserves the right to cancel a program if the session has not the minimum enrollment by the deadline. Programmers will notify instructors if the program is at risk of being cancelled due to low enrollment.
2. If a program is cancelled, Parks and Recreation will handle contacting the registered participants and issuing refunds.
3. King William County Parks and Recreation reserves the right to cancel a program if the instructor is in violation of their contract or other mandatory conditions (i.e. liability insurance).

CANCELLATION OF INDIVIDUAL CLASS DURING A SESSION

1. The instructor is responsible for contacting participants if he/she is cancelling an individual class. The instructor is also responsible for notifying Parks and Recreation.
2. If a make-up day is needed, facility arrangements must be coordinated through Parks and

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Recreation.

INSTRUCTOR PAYMENT

1. Please notify Parks and Recreation if there are any changes in your information.
2. Independent Contracted Instructors agree to submit an invoice requesting payment upon completion of registration to the Parks and Recreation Department. All approved invoices will be sent to the Finance Department for payment at the conclusion of the program.
3. When preparing your invoice, please be reminded that King William County will payout 90% of the total collected fees for programs that meet more than once; for programs that meet only once, King William County will retain \$4.00 per person from the collected fees.
4. Checks will be mailed to instructors directly from the County Finance Department. Checks are processed by the Finance Office once a month.

EVALUATIONS

1. Classes that are new should complete an evaluation after the first session.
2. Classes / events that are one time only should complete an evaluation.
3. Classes that are ongoing should evaluate multiple times during the year. Department staff will set a schedule for evaluations.
4. The Department may create the evaluation if requested by the Instructor.
5. Evaluations are used for Parks and Recreation to monitor class / program offerings.
6. Evaluations are valuable feedback for instructors on how to improve his/her class.

CLASS ROSTERS

1. Instructors will be given access to their class roster via their account on KingWilliamRec.com.
2. If requested, rosters will be sent to the instructors via email, mail, or fax prior to the class.
3. If you have not received your class roster 3 days before your class, please contact Parks and Recreation.
4. It is the instructor's responsibility to verify the roster at the first class meeting.
5. If a participant is not on the roster, Parks and Recreation has not received payment/registration. Please note: Parks and Recreation submits the instructor payment based on what is in the system.
6. Participants must sign a registration form / waiver before they can participate in the class.
7. Class rosters will include Participant name, Phone numbers, allergies / medical conditions disclosed to Parks and Recreation, email address, age, and parent/guardian for youth programs. If additional information is required, please indicate in your program proposal and justify why the information is needed.
8. Class rosters are confidential. At the end of your session, please return to Parks and Recreation or shred the information.

ATTACHMENTS

1. Contracted Instructor Information
2. Program Proposal
3. Requirement for Insurance (sent to Instructor if necessary)



CONTRACTED INSTRUCTOR INFORMATION

** Required for new instructors*

Business Name (if applicable) _____

Instructor Name _____

Birthdate _____ Tax ID _____

Address _____

City _____ Zip _____

Phone (Home) _____ (Work) _____

(Cell) _____ Fax _____

Email _____ Website Address _____

Instructor payment made payable to _____

Address check to be mailed to (if different from above) _____

Allergies/ Medical Conditions _____

Emergency Contacts:

Name _____ Relationship _____

Home _____ Cell _____

Name _____ Relationship _____

Home _____ Cell _____

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Updated May 7, 2015

For Office Use Only: Activity #: _____
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PROGRAM PROPOSAL

PROGRAM OVERVIEW

Program Name _____

Instructor/ Business _____

Description of Program: Please provide a brief description of the program that will appear in the King William Parks and Recreation Program Brochure and Website. Information may be edited for printing purposes.

PROGRAM DETAILS

Proposed Program Schedule

	Session 1	Session 2	Session 3
First Class Date			
Last Class Date			
Day(s) of the week			
Number of Weeks			
Class Start Time			
Class End Time			
Dates Class will not meet			
Make Up Dates			

At the discretion of the Parks and Recreation Staff, locations, days and/or times may be amended from the original proposal to maximize the usage of available facilities. In signing, I understand these changes may be made and I acknowledge that I have the right to withdraw my program proposal should I not agree with the changes.

*Instructor Signature: _____ Date: _____

Program Location 1st Choice _____
2nd Choice _____
3rd Choice _____

Type of Room Needed (i.e. gym, cafeteria, classroom) _____

Equipment needed (White Board, Projector, etc.) _____

Participants in Session

Minimum # _____ Maximum # _____ Age Range _____ - _____

Proposed Program Fee \$ _____ Discounts Offered? _____

Materials Included in the Program Fee and Provided by (You) Instructor

Materials Participants will be Expected to Purchase (Please list items and approximate cost as students will ask for estimated costs)

Other Information

Parent/ Guardian Participation
Parent/ Guardian Attendance
Bring towel/ water to class

Registration – complete only if you will accept registrations at your class.

The Parks and Recreation Office sets registration deadlines one (1) week in advance of the program scheduled start date. If you prefer to allow people to register at your class, please complete below:

I would like to submit registration forms and fees from my class (specify one):

Weekly – specify day of the week you plan to submit these _____

Monthly – specify day of the month you plan to submit these _____

One time, at the start date of the class

Other _____

By signing, I am permitting registration at my class and I acknowledge and understand that I will be responsible for the collection of the appropriate registration forms and fees and that I will forward all forms and fees to the Parks and Recreation Office as per the schedule coordinated with the Department Staff.

*Instructor Signature: _____ Date: _____

Sign only if you want to accept registrations at your class.