



## Henry County Parks & Recreation Department

# Prospective Contract Instructor Packet



Please return completed forms to:

Kathy Hunt

Recreation Program Coordinator

10 Cleveland Street, Locust Grove, GA 30248

770-288-7312

[khunt@co.henry.ga.us](mailto:khunt@co.henry.ga.us)

[www.hcprd.org](http://www.hcprd.org)

7/15/2009

Khunt/My Documents

## Why teach a program for the Henry County Parks & Recreation Department?

The Henry County Parks and Recreation Department is dedicated to serving its community by providing quality programs and activities for all ages, interests and levels. Programs offered by the County strive to foster new skills, promote health and well being, and expand cultural and artistic development. In order to provide these recreation services, the County seeks experience individuals to work as contract employees to share their knowledge and skills with the community.

Here are some reasons that should motivate you to teach for the Henry County Parks and Recreation:

- ❖ Henry County Parks and Recreation provides advertising for its instructors through a variety of sources, including our brochure (printed two times a year with 1,000 copies distributed), flyers, local cable channels, newspapers and the County website.
- ❖ You get paid to teach! The Henry County Parks and Recreation Department pays you 70% of the fee that you charge for your class and 80% for camps. When an instructor turns in money for the program, the Program Coordinator will turn in an invoice for the instructor. You should receive a check in the mail within two weeks of you turning in the money for your program.
- ❖ Henry County Parks and Recreation Department has several places where you can host your class or camp. Instructors have a choice of classrooms with wood, linoleum or carpeted floors. Our J.P. Moseley Recreation Center provides four rooms; one art and crafts room, one dance room, one aerobic room and one general classroom and also two gyms. Fairview Activity Center has an art and crafts room and general room. Nash Farm Battlefield provides a very large general room. All facilities are available during the day as well as during the evening hours. Henry County Parks and Recreation will also have two new facilities in 2008 with more classrooms.
- ❖ Henry County Parks and Recreation Department draws from a range of cities and backgrounds, allowing you to share your knowledge and passion for a certain subject with a variety of individuals.

## Submitting a Program Proposal

If you are interested in teaching a class or conducting a camp for the Henry County Parks and Recreation Department, you must submit a program proposal for each class and camp by completing the Program Proposal form. Please fill out the form completely and refer to the following information when completing the form. For more than one proposal, please copy the proposal form and submit one form per program.

### **Class/Camp Title**

This will be the name of your course as it appears in our brochure and all marketing so make sure you select an appropriate and interesting title. If your course is a beginning or advanced level, please indicate this in the title.

## **Detailed Course Description**

This will be the exact, word-for-word, description that will appear in the brochure and it should be limited to 35 words. Describe what your students will learn and make your description as interesting as possible! The Henry County Parks and Recreation Department reserves the right to edit descriptions. Itinerary time lines for camps are accepted in addition to program description. If students will need to bring or wear certain things to class or camp, make sure to include this in your description, as well if they must have previous experience in the subject to take the course.

## **Class/Camp Scheduling**

Complete the program scheduling information based on when you would ideally prefer to teach the course and we will do our best to accommodate your request. Upon approval of a program proposal, instructors will submit the exact class/camp dates they will offer, including dates that the program will not be meeting (due to holidays, instructor absence, etc.)

## **Class/Camp Fee**

It is the contract instructor's responsibility to determine the cost of the program. This cost will be called the key fee and will be split between the instructor and County (instructor keeps 70% for classes and the County keeps 30%; 80% for camps and the County keeps 20% to cover administrative, facility, overhead and marketing costs). If you are unsure of how to develop a fee for your program, calculate how much you need to make per hour to teach the class/camp.

## **Facility**

Indicate what type of space is required or preferred for your program. If you are familiar with the County's facilities, list the room you would like to use. If you do not know what rooms we have or which would be best for your program, leave the space blank and we will assign you a room. Please note any special requirements you may need in a room, such as carpet or tile, a sink, a large vs. small space, etc. Equipment such as tables and chairs will be addressed at a later time once the room assignments are finalized. The facility must be secured in writing before HCRD agrees to advertise the program if conducting the program in a facility not mentioned above.

## **Registration/Press Releases**

When HCRD holds registration, we will use our own registration forms. These have legal issues on them that have been approved by the County Attorney. All press releases need to be approved by the Assistant Director before being released to the public by way of newspapers, flyers to schools and on the website.

# Contract Instructor Information

In addition to submitting a program proposal, you are required to complete the Contract Instructor Information Form at the bottom of this page and return it with the proposal. You may also attach a resume or other form of documentation of your qualifications but the information sheet is required.

Once the Program Coordinator has received your program proposal and information sheet, your proposal will be reviewed and you will be contacted regarding your class/camp being offered by the Henry County Parks and Recreation. This process may take some time and be contingent on returning classes and available facility space for new classes. Approved programs will be asked to submit final class descriptions, session dates, class times, etc. via e-mail. If you do not currently have an email account, it is highly encouraged that you open one since nearly all instructor communication is done through email. All instructors are asked to fill out a background check form that needs to be notarized, a W9 and will receive a 1099 form for taxes.

Name: \_\_\_\_\_ SS# \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ TIN# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(H): \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Number to publish on website, flyers, brochures, etc.: \_\_\_\_\_

Email: \_\_\_\_\_

Questions regarding program proposals should be directed to:

Kathy Hunt  
Program Coordinator  
Henry County Parks and Recreation  
10 Cleveland Street  
Locust Grove, GA 30248  
770-288-7312  
[khunt@co.henry.ga.us](mailto:khunt@co.henry.ga.us)

# Program Proposal

**Class Fee (key fee):** \_\_\_\_\_ per person\*\*

\*\*Reminder: You will receive 70% of the fee you list.

**Camp Fee (key fee):** \_\_\_\_\_ per person\*\*

\*\*Reminder: You will receive 80% of the fee you list.

**Discounts:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Material Fee:** \_\_\_\_\_ per person, paid to the instructor for class supplies not included in key fee

## Facility

Check a room that would best fit your class needs (if not sure, leave blank)

- Fairview Activity Center Art Room, Fairview
- Fairview Activity Center Community Room, Fairview
- Heritage Park Classroom 1, McDonough
- Heritage Park Classroom 2, McDonough
- Heritage Park Classroom 3, McDonough
- J.P. Moseley Art Room, Stockbridge
- J.P. Moseley Aerobic Room, Stockbridge
- J.P. Moseley Dance Room, Stockbridge
- Locust Grove Recreation Center
- Nash Farm Park Community Room, Hampton
- Other: \_\_\_\_\_

List any special requirements or equipment you will need in a room, such as a dry erase board, etc. If you have no special needs, leave blank:

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List any equipment that you as the instructor will be providing for the class or camp:

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# Program Proposal

Class/Camp Title: \_\_\_\_\_ Level: \_\_\_\_ Beg. \_\_\_\_ Int. \_\_\_\_ Adv.

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Class Description (35 words or less): \_\_\_\_\_

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What supplies do participants need to bring: \_\_\_\_\_

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Participant Ages: \_\_\_\_\_ Number of Participants: Minimum \_\_\_\_ Maximum \_\_\_\_

Participant Gender: (circle one)      Male Only      Female Only      Both

## Class Scheduling Preferences

1. Class Meets:

- One day workshop
- Once a week for \_\_\_\_\_ (list the # of weeks)
- Twice a week for \_\_\_\_\_ (list the # of weeks)
- Other: \_\_\_\_\_

2. Length of class: \_\_\_\_\_ hours

3. Day of class (number your choices 1-3 with #1 being your first choice)

\_\_\_\_\_ Sun    \_\_\_\_\_ Mon    \_\_\_\_\_ Tue    \_\_\_\_\_ Wed    \_\_\_\_\_ Thur    \_\_\_\_\_ Fri    \_\_\_\_\_ Sat

4. Time: \_\_\_\_\_ to \_\_\_\_\_

5. First day of class: \_\_\_\_\_