



# City of Cupertino Contract Instructor Course Proposal Form

Thank you for your interest in partnering with the City of Cupertino to offer classes to the Cupertino community. Please be detailed when filling out this form and feel free to submit any supplemental items (e.g., additional sheets, course material) with your proposal form. Submission of a proposal does not guarantee it will be accepted. Recreation staff will connect with you if your proposal is selected for follow-up.

## **SECTION 1. Contractor Instructor Information**

Contractor Instructor Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **SECTION 2. Program/Course Information**

Name of Program:

Detailed Course Description (for additional space, please continue on a separate page):

Recreation Brochure Description (40-word max, the City reserves the right to edit):

Day(s):            \_\_\_ Mon.        \_\_\_ Tue.        \_\_\_ Wed.        \_\_\_ Thu.        \_\_\_ Fri.        \_\_\_ Sat.

Proposed Times:    \_\_\_ Mon.        \_\_\_ Tue.        \_\_\_ Wed.        \_\_\_ Thu.        \_\_\_ Fri.        \_\_\_ Sat.

Ratio: \_\_\_\_\_    Participant Ages: \_\_\_\_\_    Participant Minimum: \_\_\_\_\_    Participant Maximum: \_\_\_\_\_

Session(s) to teach:    \_\_\_ Fall        \_\_\_ Winter        \_\_\_ Spring        \_\_\_ Summer Classes        \_\_\_ Summer Camps

How much do you want to receive per participant?    Will you teach at a Cupertino facility or at your own facility?

\_\_\_\_\_

**If at a Cupertino Facility, please select facility requirements:**

\_\_\_\_\_ Wi-Fi    \_\_\_ Tables & Chairs    \_\_\_ Whiteboard    \_\_\_ Projector    \_\_\_ TV/DVD



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### **SECTION 3. City of Cupertino Requirements**

All contracted instructors must possess & complete the following before entering into an agreement with Cupertino (please initial below indicating you understand these requirements):

<b>Initials:</b>	<b>Requirement:</b>
_____	<u>All insurance requirements</u> as listed in <b>Exhibit B – Insurance Requirements for Recreation Contracts</b> . See page 3.
_____	<u>Business License</u> : All consultants are required to obtain a Cupertino Business License.

Contracted instructors and their employees working with minors (those under the age of 18) must ALSO possess/complete the following:

<b>Initials:</b>	<b>Requirement:</b>
_____	Negative TB test, or X-ray results, for all employees with the City of Cupertino. This includes contractor if self-employed.
_____	Completed fingerprinting & criminal background investigation.
_____	Completed concussion and head injury education. ( <a href="https://www.cdc.gov/headsup/index.html">https://www.cdc.gov/headsup/index.html</a> )

*All requirements are completed at the contractor's expense.*

### **Contract Instructor Acknowledgement:**

I acknowledge that I have read, accept, and understand the information and requirements that involve me, my company, or my organization entering into an agreement with the City of Cupertino. I understand that the City of Cupertino reserves the rights to change these requirements at any time and I am still responsible for fulfilling all requirements before entering into an agreement with the City of Cupertino.

Submitting a proposal does not guarantee that the course, program, or activity will automatically be accepted or added to the City of Cupertino's recreational programming. Additionally, if added, there are no guarantees that the City of Cupertino will automatically continue offering the activity or program.

\_\_\_\_\_  
Contract Instructor's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Printed Name:

<b>OFFICE USE ONLY:</b>		
Date Received: _____	Staff: _____	Coordinator: _____