

Independent Class Contractor Handbook and Proposal



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Orangevale, CA 95662

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ORANGEVALE RECREATION & PARK DISTRICT INDEPENDENT CONTRACT INSTRUCTOR HANDBOOK

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I. INTRODUCTION

The Orangevale Recreation & Park District (OVparks) utilizes Independent Contract Instructors to provide recreational services to our community. Programs may be designed for people of all ages. Thank you for your interest in becoming an independent contract instructor. We look forward to working together to reach common goals and to serve our community.

The information in this handbook is intended for current instructors and those who may be interested in becoming instructors.

Our Vision:

Creating Community through People, Parks, and Programs.

Our Mission Statement:

The primary mission of the Orangevale Recreation & Park District is to plan, acquire, develop and maintain parks, recreational, cultural and educational facilities; to conserve them for future generations; and to administer quality public recreational, human service, cultural, and educational programs that will serve the needs of residents in the Orangevale area; and to facilitate and serve as a catalyst for private, non-profit, and quasi-public provision of facilities and/or service.

Our Customer Service Pledge:

We will deliver superior service to all our customers, striving to fulfill our commitment by providing friendly, courteous, efficient, and responsive service.

Overview of Approval Process:

1. You (the instructor) propose a course activity. There is an Independent Class Contractor Application and Class Proposal Application in this handbook that you will complete both and submit to OVparks.
2. Staff will review the proposal and assess the content of the course/activity to determine if it meets the District's mission, vision, and goals, as well as community needs. You may be contacted for a more detailed discussion at this point.
3. If approved by OVparks, you will meet with Recreation staff to determine the specific design and delivery of the course or activity in regards to facility suitability and availability, fee structure, time frames, minimum and maximum participant levels, age ranges, course descriptions, etc.
4. Once OVparks and the Independent Contract Instructor enter into an agreement, a written contract will then be produced, stating specifically the course programs and terms that you are agreeing to. A sample contract is provided in this handbook.

II. CONTRACT INSTRUCTOR REQUIREMENTS

A. FINGERPRINT CLEARANCE

All Contract Instructors and assistants must be fingerprinted by the specific location approved by OVparks. OVparks agrees to cover fingerprint the DOJ portion of the fees for one instructor per contract and the instructor will be responsible for the rolling fee, typically \$15. If further help is needed the Contract Instructor will be responsible for all fees (DOJ & rolling), typically around \$50 per individual. Please note these fees may change. When your proposal is accepted, contact the Recreation Office for fingerprinting procedures.

B. INCOME TAX REPORTING

The Orangevale Recreation & Park District does not withhold State or Federal Income Tax, but does report income paid to instructors via IRS Form 1099 through Sacramento County.

C. INSURANCE

The Orangevale Recreation & Park District is a member of a self-insured insurance pool known as CAPRI. CAPRI is the insurance company for the District and not for people or businesses with whom we contract. This insurance will not defend or pay out on claims brought against a contractor of the District.

It is important to understand that your contract with the Orangevale Recreation & Park District is as an instructor of a class or activity. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if any liability claim were to occur against you and the District, you would be responsible for defending yourself, and potentially paying a claim brought against you.

To protect yourself, obtain liability insurance. Contact OVparks staff at (916) 988-4373 for information on purchasing insurance. CAPRI has given the District's guidelines for those types of classes for which an instructor should be required to provide insurance. A judgment is made based on the potential for exposure (a claim), based on a common-sense approach. The District will work with you to let you know if you are required to carry insurance. Any Contractor not actually required to carry insurance should still evaluate his or her own circumstance before deciding whether or not to carry liability insurance.

III. POLICIES AND PROCEDURES

A. PROFESSIONAL CONDUCT

Although they are not District employees, Contract Instructors represent the District and as such must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the OVparks' policies, procedures, and decisions.

Contract Instructors are to maintain a professional relationship with participants and parents of minor participants at all times.

B. SCHEDULING and ADVERTISING

All program offerings are listed in our tri-annual Activity Guide, which is direct-mailed to over 12,000 homes in the 95662 zip code. The guide also is available online (www.OVparks.com), in the OVparks office, and at numerous other locations in Orangevale. Information also will be published periodically in the local newspaper, our website, facebook, twitter, Instagram. Periodically OVparks staff will create 'group'

program flyers to be made available in the OVparks office. Group program flyers will have multiple class listings. If instructors want individual class flyer they can utilize the provided template by OVparks via Microsoft Publisher. All flyers must be produced in the template and be approved by staff before distribution.

Program sessions will be timed to coincide with publication and mailing dates of the Activity Guide. Class Contract Instructor Renewal Addendums must be completed by the deadlines specified below in order to allow time for layout, editing, printing, and mailing. If Class Contract Instructor Renewal Addendums are not received in the timeframe specified by the OVparks staff the class may not be listed in the next upcoming issue. Any class continuation information not submitted on a Class Contract Instructor Renewal Addendum form will not be accepted.

Winter/Spring: For programs occurring January through May
Mailed end of December
Contractor agreements must be completed by October 15th

Summer: For programs occurring May through September
Mailed end of May
Contractor agreements must be completed by January 15th

Fall: For programs occurring September through December
Mailed end of August
Contractor agreements must be completed by June 15th

C. REGISTRATION PROCESS

All registrations will take place at or through the OVparks office; online registration is available for classes that have one simple fee, as of 1/2014. No money should be collected by the Instructor. If participants have not paid or signed the required registration/waiver form, they are not allowed to participate. Please note that there may be some registration forms that need to be signed at the start of your program. Staff will provide blank registration forms for these individuals and email participant names. It is the instructors responsibility to ensure every participant is registered for their class as well as signed a registration form prior to participation. Instructors may drop off forms at our drop off box, office, or scan and email them.

D. CLASS ROSTERS and PARTICIPATION

It is the sole responsibility of the Instructor to obtain a class roster on or prior to the first day of each class session. Rosters can be obtained from OVparks staff by any of the following methods:

- Come into the OVparks office during regular business hours to pick it up. Contact office staff ahead of time so it can be printed and waiting for you.
- Call the OVparks office and request that your roster be faxed or e-mailed to you.
- If your class is to be held on District property contact the OVparks office and request a roster to be email.

It is the Instructor's responsibility to review the roster every day of each class. If a person is not on the class roster, they may not participate in the class, regardless of what type of class/program is being offered. The Instructor must inform the individual that he/she must first register with the OVparks office prior to

participating. This policy applies to new as well as returning participants. It is a good idea to remind class participants towards the end of a session of their responsibility to properly enroll in the next session. If a registered participant is on the roster and has not shown to class within the first two classes, it is the Instructor's responsibility to notify OVparks. The District will NOT pay any instructor/contractor for a participant that has not participated in his or her course.

The only exception to this policy would be if the individual properly enrolled in the class after the Instructor had already received the roster. In this case, the participant will be instructed by OVparks' staff to take his/her registration receipt to the first class, as the Instructor will require it prior to participation. If the participant is not on the roster and does not bring a receipt, they will not be allowed to participate. If Instructors want an updated roster, you may obtain it via any of the methods mentioned on the previous page..

E. ATTENDANCE

Please use the class roster to record and track attendance for each class. OVparks staff may need you to verify attendance of participants.

F. EVALUATION OF COURSE

Instructors are encouraged to distribute Class/Program Evaluation forms to participants and return them to the OVparks office. Evaluation forms are available in the OVparks office and one is included in this handbook (page 8) for your use. OVparks also reserves the right to audit any course offered through the District from time to time.

G. CLASS CANCELLATION

In the event a class needs to be canceled, the Instructor must immediately contact OVparks three business days prior to the start of the program. It is the responsibility of the Instructor to contact class participants regarding any cancellations or rescheduling. If the cancellation is initiated by OVparks, the District will, after informing the Instructor, contact program participants. If a class is cancelled and not rescheduled, due to the Instructor's request, a \$2 fee will be assessed for processing each participant's refund. Due to refund fees OVparks also requests that classes not be prorated but rather rescheduled.

H. PAYMENT POLICY

Contract Instructors will receive payment once the class has been completed and the instructor has billed OVparks for his or her said services. On page 13 there is a sample invoice to follow when invoicing. Please make sure that your invoice has all the same standard information prior to submitting the document otherwise it may not be processed. Instructors are not permitted to bill for the \$3 non-resident fee and can only bill for the contracted amount the class is listed for. The standard agreement between the Independent Contractor and the District is a 60%/40% split of program fees. The District retains 40% of program fees and all non-resident and late fees, unless otherwise negotiated. Should the percentage need to be re-negotiated by either party, adjustment to this basic percentage split will be made accordingly.

I. SCHOLARSHIP INFORMATION

The Orangevale Recreation & Park District has a scholarship program for qualified youth. The District may ask the Contractor Instructor to participate in the scholarship program; participation is not mandatory.

J. SAFETY

As a Contract Instructor, it is your primary responsibility to ensure the safety of participants involved with your activity. You are advised to visually inspect your program site and promptly report any hazards or unsafe conditions to OVparks.

It is the responsibility of Contract Instructors to have a First Aid kit on hand at all times. In the event an accident or injury occurs during one of your programs, you must complete the Report of Accidental Injury to Public on District Property form located in this handbook (page 9) and submit it to OVparks office within 24 hours of the event.

If a minor participant has not been picked up from any class or program at its conclusion, it is the responsibility of the Instructor to call any phone numbers listed on the class roster to attempt to reach a responsible adult for pick-up. If, after 30 minutes, no parent/guardian has arrived and you have not been able to reach anybody by telephone, you are to call the Sacramento Sheriff's Department for assistance: (874-5115). After contacting the Sheriff's Dept., then notify your program contact with OVparks. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.

Closing/securing facilities: When leaving, the Instructor must ensure that all doors are locked securely, alarms set, and all lights and air conditioning are turned off. If other Contract Instructors are present, please notify them of your departure.

K. COMMUNICATION WITH OVPARKS STAFF

It is important to maintain a clear line of communication between the District and the Instructor. As an Independent Contractor, if you have any questions, concerns, or issues regarding your program, your first point of contact is either the Coordinator or Supervisor who oversees your program.

L. AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is federal legislation that gives Civil Rights protection to individuals with disabilities, similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services, and telecommunications.

It is the policy of the Orangevale Recreation & Park District to fully comply with the provisions of the ADA, and make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so they have equal opportunity to participate or benefit, unless an undue burden would result. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

M. DISCRIMINATION AND HARASSMENT

Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions and conduct, and must never engage in discrimination or harassment.



ORANGEVALE RECREATION & PARK DISTRICT

CONTRACT FOR INSTRUCTIONAL SERVICES

THIS AGREEMENT is made and entered into this 12th day of **September, 20XX**, by and between the ORANGEVALE RECREATION & PARK DISTRICT, a special district corporation, hereinafter referred to as the "DISTRICT", and **Jane Doe**, hereinafter referred to as "CONTRACTOR".

It is understood and agreed that CONTRACTOR possesses distinct professional skills in performing the services described below; that the DISTRICT contracts for said services, in that the DISTRICT does not perform these services as a part of its regular business; that CONTRACTOR has control over the means and methods of performing these services and that the DISTRICT shall only dictate the results of the performance; that CONTRACTOR understands and believes that services are being performed as an independent Contractor. Nothing in this contract shall in any way be construed to constitute the CONTRACTOR or any of its agents or employees as an agent or employee of the DISTRICT. CONTRACTOR has agreed that services are personal services and shall not assign or subcontract this contract without the prior written consent of the DISTRICT.

A. Independent Contractor: The DISTRICT retains CONTRACTOR as an independent contractor and not as an employee; thus CONTRACTOR is not entitled to any benefits which are accrued by regular part-time or full-time DISTRICT employees, including but not limited to, overtime pay, holiday pay, sick leave, administrative leave, Workers' Compensation, unemployment and health insurance, tax withholding, or retirement benefits. The CONTRACTOR is entirely responsible for wages and other benefits of any assistants or other persons employed by him or her, however, he/she is not responsible for assistants retained by the DISTRICT.

B. CONTRACTOR agrees to perform and furnish services in a professional manner as follows:

Please see the following attached addendums for services provided:

- Addendum A:** January through May 20XX
- Addendum B:** May through September 20XX
- Addendum C:** September through December 20XX

Minimum Participant Enrollment: 15
Maximum Participant Enrollment: 25

C. Registration Fee Collection: All registration fees are to be collected by the DISTRICT. The CONTRACTOR will not accept payment for said classes outside the DISTRICT'S registration process unless previous arrangements are made with the DISTRICT. In addition, the CONTRACTOR shall refer all registration inquiries to the DISTRICT registration staff for prompt and accurate service. CONTRACTOR shall have no authority, express or implied, to act on behalf of the DISTRICT in any capacity whatsoever as an agent except as the DISTRICT may specify in writing.

D. Method of Payment: As full consideration for the services to be performed by the CONTRACTOR, the DISTRICT shall pay the CONTRACTOR **60%** of the total registration fees collected for said services, excepting there from all non-resident surcharges, administrative transaction fees, and/or any supply costs incurred by the DISTRICT. The DISTRICT agrees to pay the CONTRACTOR for his/her services within 30 days; once the class has been completed and the instructor has billed/invoiced OVPARKS for services provided. CONTRACTOR agrees that the payment shall be full compensation for his/her services in performing the contract.

E. Termination: This contract may be canceled by the DISTRICT in the event that:

- 1) there is insufficient enrollment to satisfy the expense of operating the program;
- 2) sufficient funds have not been appropriated by the Orangevale Board of Directors;
- 3) CONTRACTOR breeches any obligation under this contract;
- 4) the department no longer wishes to offer the class as a part of its program;
- 5) circumstances beyond the DISTRICT'S control warrants the cancellation and/or rescheduling of said services

If the contract is terminated, the CONTRACTOR shall be paid for that percentage of work actually completed, and no further work shall be performed.

F. Tools and Supplies: The CONTRACTOR shall provide and store his/her personal tools and supplies at his/her own cost unless previous arrangements are made with the DISTRICT.

G. Promotions/Advertising: CONTRACTOR shall coordinate all media and publicity activities with the District personnel overseeing the contract. Promotional activities such as printing and distributing flyers, news releases, feature articles, public service announcements, etc. are the responsibility of the CONTRACTOR and must be submitted to the DISTRICT for approval prior to their production and distribution. The DISTRICT shall include class descriptions and information in the seasonal activity brochure. This cost will be the responsibility of the DISTRICT UNLESS the CONTRACTOR chooses not to render his/her services prior to the start and/or completion of the activity and after publication of the activity brochure. At such time the printing expense of the activity brochure will become the responsibility of the CONTRACTOR at a cost not to exceed \$100.00.

H. Indemnification/Liability Insurance: The CONTRACTOR shall indemnify, defend, and hold the DISTRICT harmless from and against all claims, demands, and causes of action for injury, death, or damage to any person or his/her property which may arise, directly or indirectly, out of the Contractor's performance of his/her obligations under this contract or from errors, omissions, negligent, or wrongful acts of any person(s) employed by CONTRACTOR. This indemnification shall extend for a reasonable period of time after the completion of the program/activity as well as during the period of actual performance of services under this contract.

The District retains the option to require CONTRACTOR to provide liability insurance to cover the instructional activity which is the subject matter of this agreement, and to require the CONTRACTOR to provide evidence of such insurance, to include a Certificate of Insurance naming the DISTRICT as an additional insured entity. Exercise of this option is at the sole discretion of the DISTRICT based upon, but not limited to, the degree of physical activity, risk for physical injury, and/or number of participants. The DISTRICT shall indicate this option in writing on the last page of this agreement.

I. Conformance to Applicable Laws: CONTRACTOR shall comply with all applicable Federal, State, and County laws, rules, and ordinances. No discrimination shall be made by CONTRACTOR in the employment of persons to work under this contract because of race, color, national origin, ancestry, sex, or religion of such person.

J. Scope of Agreement: This writing constitutes the entire Contract between the parties relative to instructional services for the program(s) and modification hereof shall not be effective unless and until such modification is evidenced by a written amendment signed by both parties to this Contract.

K. Instructor Handbook/Guidelines: By signing this contract you acknowledge that you have read and fully understand this contract as well as the Instructor Handbook and Guidelines.

THIS AGREEMENT executed the date and year listed below.

District Representative's Signature

Date

Contractor's Signature

Date

Contractor
Jane Doe
Handel Oak Way
Orangevale, CA 95662
Email: janedoe@mail.com
Phone: (916) 988-4373

All contact by CONTRACTOR with the DISTRICT should be directed to the designated District Representative identified above. All written correspondence may be mailed to Orangevale Community Center, 6826 Hazel Avenue, Orangevale, CA 95662.
Phone:(916)988-4373



OVPARKS REGISTRATION WAIVER FORM

Winter/Spring 2014

(Please Print)

Parent/Guardian

OR Adult Name _____ (First) _____ (Last) _____ (MI)

Address _____ City _____ Zip _____

Phone 1 _____ HOME WORK CELL Phone 2 _____ HOME WORK CELL

E-mail _____

Participant's Relationship to participant Phone
Emergency Contact _____ to participant _____ Phone _____

Participant Name	Sex	Birthdate	Program	Session	Fee
1.					\$
2.					\$
3.					\$
Some programs may require the following:				Grade: _____	Total Fees Due \$
T-Shirt Size: Youth S M Lg Adult S M Lg XL				School: _____	Fees Paid \$
AGREEMENT, WAIVER, AND RELEASE				Balance	\$

In consideration for being permitted by the above district to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the above district, its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as the result of my death or any injury or property damage that I may sustain while participating in said activity.

PARENTAL CONSENT: (to be completed and signed by parent/guardian if applicant is under 18 years of age) I hereby consent that my son/daughter, _____ participate in the above activity, and I hereby execute the above agreement, waiver and release on his/her behalf. I state that said minor is physically able to participate in said activity. I hereby agree to indemnify and hold the persons and entities mentioned above free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of the death or injury or property damage that said minor may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND CONTRACT BETWEEN MYSELF AND THE ABOVE DISTRICT AND SIGN IT OF MY OWN FREE WILL.

Signature _____ Date _____

Name Printed _____

Payment Method

- CASH
- CHECK # _____ (payable to OVParks)
- CREDIT CARD

Cardholder name _____

Card # _____

Expires _____ CVC# _____

Signature _____

X _____

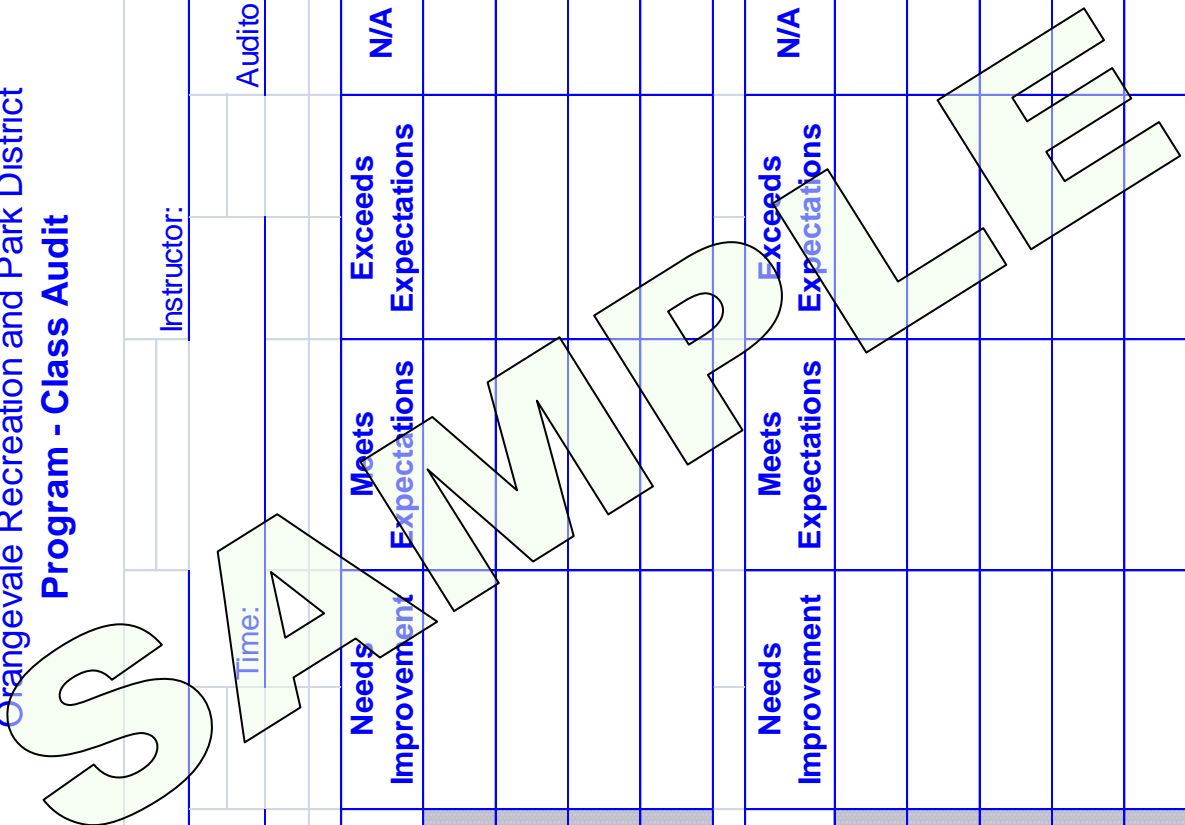
Date _____

Office Use Only

Transaction ID (s) _____

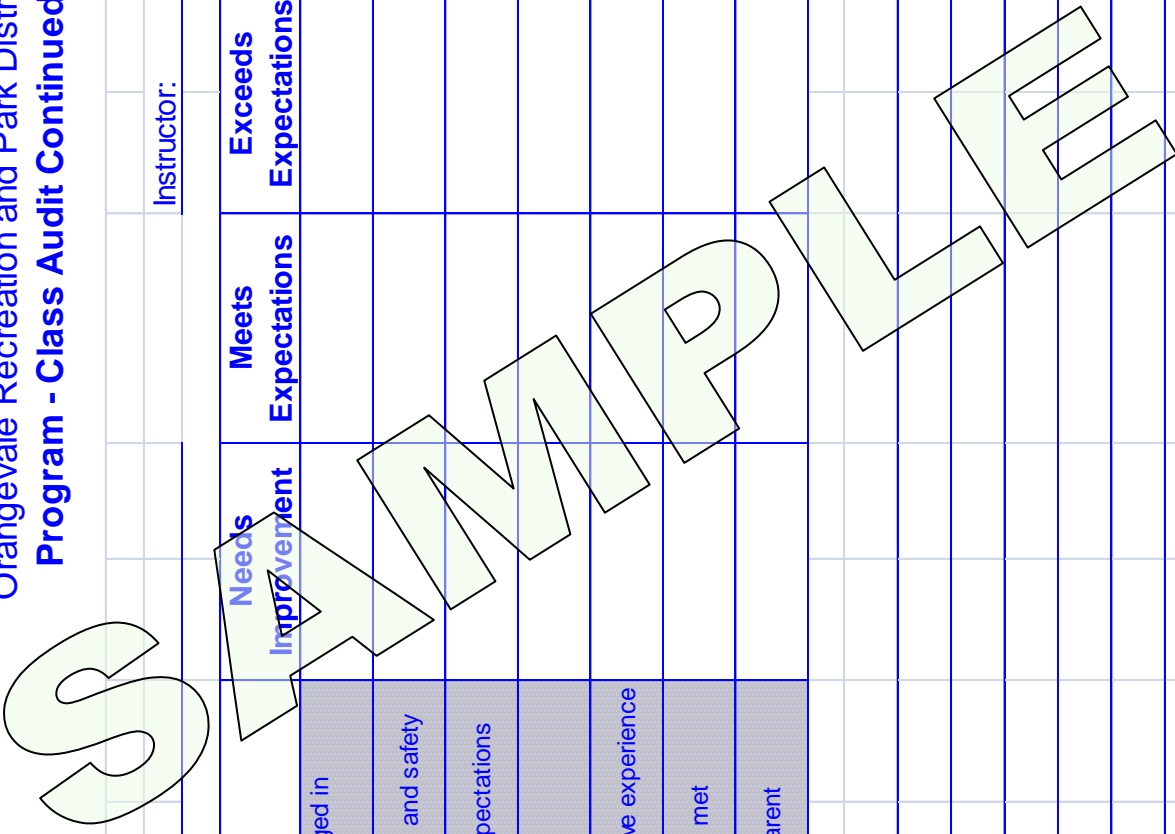
Staff Initials _____ Date _____

Orangevale Recreation and Park District
Program - Class Audit



Program/Class:		Instructor:		Auditor:	
Date/Day:		Time:			
Facility	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A	Comments
Clean and presentable for customers and program safety					
Safe & appropriate for program & participants					
Equipment is safe and appropriate for program					
Leaves facility in the same condition prior to class beginning					
Instructor	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A	Comments
Instructor has facility and program set-up and ready for start time					
Instructor is friendly and courteous					
Instructor is easily recognized by students and parents					
Instructor is neat and clean in appearance					
Instructor is engaged with participants/families					
Instructor is helpful and knowledgeable					

**Orangevale Recreation and Park District
Program - Class Audit Continued**



Program/Class:

Instructor:

Program	Needs Improvement	Meets Expectations	Exceeds Expectations	N/A	Comments
Participants/Customers engaged in activities					
Ratios ensure program quality and safety					
Activities match advertised expectations					
Activities are age appropriate					
Customers are having a positive experience					
Needs and interests are being met					
Safety and supervision is apparent					

Comments:

Auditor Signature:

INVOICE

John Jones

123 Hobbie Dr.
 #22
 Orangevale, CA 95662

Phone: (000)000-0000
 Fax: (000)000-0001
 E-mail: someone@example.com

Invoice #: 91407

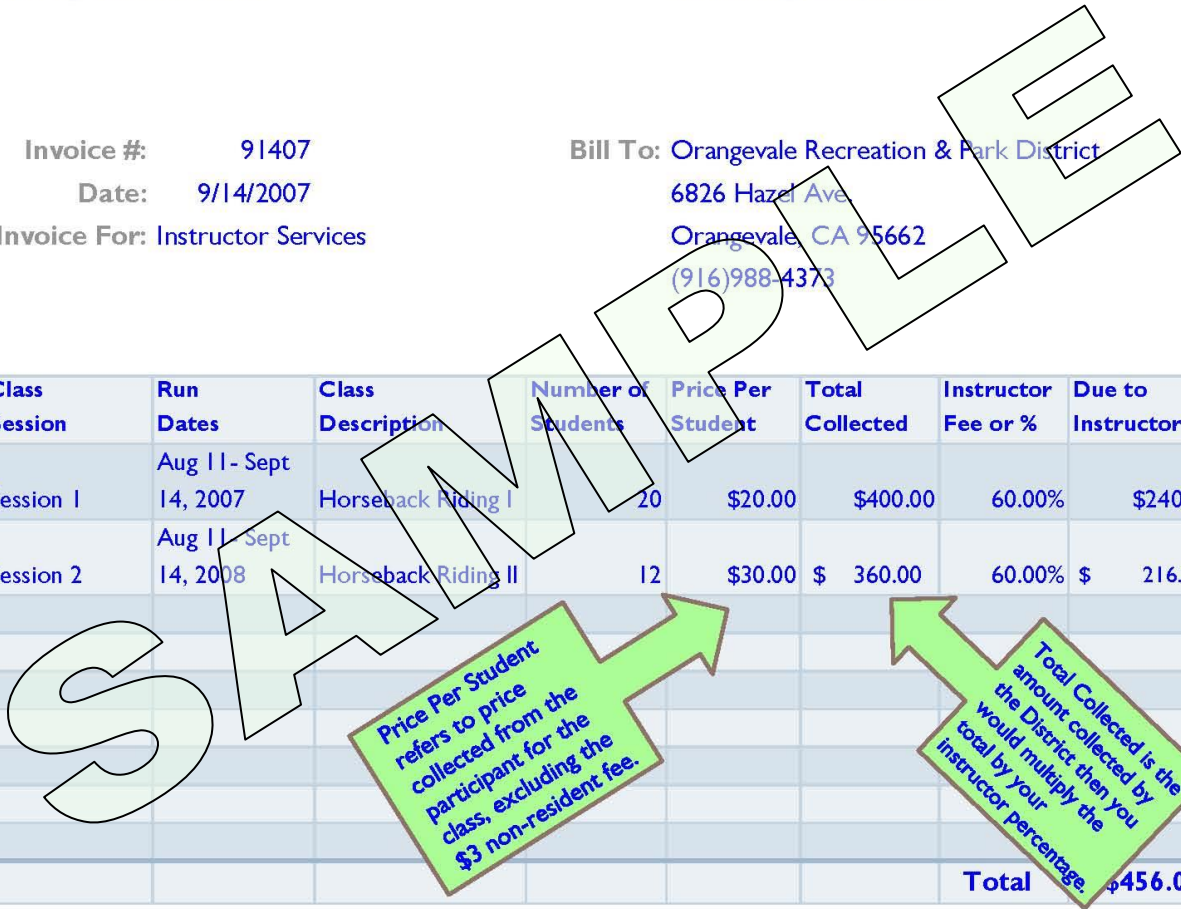
Date: 9/14/2007

Invoice For: Instructor Services

Bill To: Orangevale Recreation & Park District

6826 Hazel Ave.
 Orangevale, CA 95662
 (916)988-4373

Class Session	Run Dates	Class Description	Number of Students	Price Per Student	Total Collected	Instructor Fee or %	Due to Instructor
Session 1	Aug 11 - Sept 14, 2007	Horseback Riding I	20	\$20.00	\$400.00	60.00%	\$240.00
Session 2	Aug 11 - Sept 14, 2008	Horseback Riding II	12	\$30.00	\$360.00	60.00%	\$216.00
						Total	\$456.00



Price Per Student refers to price collected from the participant for the class, excluding the \$3 non-resident fee.

Total Collected is the amount collected by the District then you would multiply the total by your instructor percentage.

REMITTANCE	
Please remit payment to:	John Jones
Address:	123 Hobbie Dr. #22 Orangevale, CA 95662
Invoice For:	Instructor Services
Invoice #:	91407
Due Date:	30 days after receipt
Amount Due:	\$456.00

CLASS/PROGRAM EVALUATION FORM

The Orangevale Recreation & Park District strives to provide the best service to our customers, and we welcome comments that will help us achieve this goal and improve our services. Please assist us in evaluating and improving our program(s) and/or facilities by answering the questions below. Thank you for taking the time to complete this survey. Please return the completed form to OVparks at the above address.

Class/Program Name: _____ Instructor's Name: _____

Facility/Location: _____

1. Have you ever participated in any of our programs before this? Yes No

2. Are you a Orangevale resident? Yes No **If no**, in which City do you reside? _____

3. How did you learn about the program(s)? *Please choose one:*

Social Network Flyer Email Blast Department Brochure/Activity Guide

Word-of-Mouth Website Other: _____

4. Which categories most influenced your decision to participate in the program(s)? *Choose all that apply:*

Convenient Time Instructor Reputation of Classes Not Offered Elsewhere

Quality of Facility Good Value Other: _____

5. How did we do? Please rate each of the following (circle one on each line):

1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent N/A = Not Applicable

Customer Service	1	2	3	4	5	N/A
Facility	1	2	3	4	5	N/A
Equipment	1	2	3	4	5	N/A
Instruction	1	2	3	4	5	N/A
OVPARKS Staff	1	2	3	4	5	N/A
Overall Experience	1	2	3	4	5	N/A
Met Expectations	1	2	3	4	5	N/A

6. Based on your experience, would you re-register for this program? Yes No

7. What did you like best about the program(s)? _____

8. What changes would you like to see made? Please be specific. _____

9. What other program(s) would you like to see offered? _____

10. Do you have any other information relevant to the District that you would like to share? _____

6826 Hazel Ave., Orangevale CA 95662 • Phone (916) 988-4373 • Fax (916) 988-3496

ORANGEVALE RECREATION & PARK DISTRICT
REPORT OF ACCIDENTAL INJURY TO PUBLIC ON OVPARKS PROPERTY
COMPLETE A SEPARATE FORM FOR EACH INJURED INDIVIDUAL

Date of Accident: _____ Time: _____ AM / PM Location: _____

Name of injured person: _____

Address of injured person: _____

Sex: Male Female Date of Birth: _____ Age: _____

Nature of Injury: _____

How did the injury occur? Be specific: _____

Name(s) of Witness(es): _____

Address of Witness(es): _____

If caused by the actions of another person, state the other person's name and address: _____

Could this accident have been avoided? Yes No

If yes, how? _____

Was First Aid given? Yes No Describe: _____

By Whom? Name: _____ Address: _____

Was Ambulance service required? Yes No

If yes, indicate time of call: _____ AM / PM

Time of Arrival: _____ AM / PM Time of Departure: _____ AM / PM

Name of Contractor completing this report: _____

Date completed: _____ Time: _____ AM / PM

TO BE SUBMITTED TO THE PARKS AND RECREATION OFFICE NOT MORE THAN 24 HOURS AFTER THE EVENT.

6826 Hazel Ave., Orangevale CA 95662 • Phone (916) 988-4373 • Fax (916) 988-3496

**RETURN THE FOLLOWING
THREE PAGES TO OVPARKS**

Independent Class Contractor Application: 2 pages

Class Proposal Application: 1 page

**6826 Hazel Ave
Orangevale, CA 95662**

OFFICE: (916) 988-4373

FAX: (916) 988-3496

Please email your application to Melyssa Woodford

EMAIL: melyssa@ovparks.com



ORANGEVALE RECREATION & PARK DISTRICT
 6826 HAZEL AVENUE
 ORANGEVALE, CA 95662
 916-988-4373/(FAX)916-988-3496/melyssa@ovparks.com

INDEPENDENT CLASS CONTRACTOR APPLICATION

APPLICANT INFORMATION			
LAST NAME	FIRST	M.I	DATE
STREET ADDRESS			APT/UNIT #
CITY	STATE	ZIP	
PHONE	EMAIL		
PROPOSED CLASS			
HAVE YOU TAUGHT THIS CLASS BEFORE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
LOCATION	DATES		
MAY WE CONTACT THEM AS A REFERENCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	PHONE ()
LOCATION	DATES		
MAY WE CONTACT THEM AS A REFERENCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	PHONE ()
LOCATION	DATES		
MAY WE CONTACT THEM AS A REFERENCE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	PHONE ()
EDUCATION			
HIGH SCHOOL	ADDRESS		
FROM TO	DID YOU GRADUATE YES <input type="checkbox"/> NO <input type="checkbox"/>	DEGREE	
COLLEGE	ADDRESS		
FROM TO	DID YOU GRADUATE YES <input type="checkbox"/> NO <input type="checkbox"/>	DEGREE	
OTHER	ADDRESS		
FROM TO	DID YOU GRADUATE YES <input type="checkbox"/> NO <input type="checkbox"/>	DEGREE	
REFERENCES			
PLEASE LIST TWO PERSONAL REFERENCES			
FULL NAME	RELATIONSHIP		
COMPANY	PHONE ()		
ADDRESS			
FULL NAME	RELATIONSHIP		
COMPANY	PHONE ()		
ADDRESS			

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PLEASE LIST TWO EMPLOYMENT REFERENCES	
COMPANY	PHONE ()
ADDRESS	
JOB TITLE	
FROM	TO REASON FOR LEAVING
MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? YES NO	
COMPANY	PHONE ()
ADDRESS	
JOB TITLE	
FROM	TO REASON FOR LEAVING
MAY WE CONTACT YOUR PREVIOUS SUPERVISOR FOR A REFERENCE? YES NO	
<p>CONVICTIONS: HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM AGREEMENT. ALL INTERESTED PARTIES WILL BE REQUIRED TO BE FINGERPRINTED PRIOR TO START OF AGREEMENT.</p>	
HAVE YOU EVER BEEN CONVICTED BY A COURT OF A FELONY? YES NO	
IF YES, PLEASE EXPLAIN WHAT CONVICTION, WHEN, WEHRE AND DISPOSITION OF THE CASE.	
DISCLAIMER AND SIGNATURE	
<p>INDEPENDENT CONTRACTORS ARE CONTRACTED WITH THE ORANGEVALE RECREATION AND PARK DISTRICT TO PROVIDE INSTRUCTION FOR RECREATIONAL ACTIVITIES AND ARE NOT EMPLOYEES OF THE DISTRICT. INDEPENDENT CONTRACTORS SHALL BE DISMISSED AT ANY TIME IF THE DISTRICT FINDS THEIR INSTRUCTION TO BE INADEQUATE OR THEIR BEHAVIOR, ATTITUDE, OR APPERANCE TO BE UNACCEPTABLE. PLEASE ATTACH ANY ADDITIONAL INFORMATION ABOUT YOURSELF THAT WOULD FURTHER EXPLAIN YOUR DESIRE TO BECOME AN INDEPENDENT CONTRACTOR.</p> <p>I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND WITHOUT OMISSION. I AUTHORIZE INVESTIGATION OF ALL MATTERS RESPRESENTED BY THIS APPLICATION. I AGREE AND UNDERSTAND THAT ANY MISSTATEMENT OR OMMISION OF MATERIAL FACT ON THIS APPLICATION WILL CAUSE FORFEITURE ON MY PART OF ALL RIGHTS OF BECOMING AN INSTRUCTOR WITH THE ORANGVALE RECREATION AND PARK DISTRICT NO MATTER WHEN SAID MISSTATEMENT OR OMISSION IS DISCOVERED OR COMES TO LIGHT. I ALSO AUTHORIZE EMPLOYERS, SCHOOLS, OR PERSONS FROM EMPLOYERS LISTED IN THIS APPLICATION TO GIVE ANY INFORMATION REGARDING MY EMPLOYMENT, QUALIFICATIONS AND CHARACTER. I HEREBY RELEASE SAID EMPLOYERS, SCHOOLS, PERSONS AND THE ORANGEVALE RECREATION AND PARK DISTRICT FROM ANY LIABILITY OR DAMAGES FOR RECEIVING, USING, OR RELEASING INFORMATION.</p>	
SIGNATURE	DATE

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CLASS PROPOSAL APPLICATION

INSTRUCTOR INFORMATION <i>(New Instructors must also submit a Class Contractor Application)</i>						
LAST NAME		FIRST			M.I	DATE
STREET ADDRESS					APT/UNIT #	
CITY		STATE			ZIP	
PHONE		EMAIL				
CLASS INFORMATION						
Class Title			Minimum Enrollment		Maximum Enrollment	
Catalog Season (check all that apply)			<input type="checkbox"/> Winter/Spring JAN 1 – APR 30	<input type="checkbox"/> Summer MAY 1- AUG 31		<input type="checkbox"/> Fall/Winter SEPT 1 – DEC 31
Participant's Age			Registration Fee		Materials Fee	
Class Length	<input type="checkbox"/> One day	<input type="checkbox"/> Two days	<input type="checkbox"/> Three days	<input type="checkbox"/> Four Weeks	<input type="checkbox"/> Five Weeks	<input type="checkbox"/> Eight Weeks
Day of the Week (check all that apply)	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
How many classes per session?		Course Dates				
Start Time	End Time	Location				
Are there any dates that your class will not be held? If yes, when?						
Would you like your class information to be placed in the OVparks' Activity Guide?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detail Class Description (This information will be used in the Activity Guide, please include any information your participant must have knowledge of such as dress requirements or supplies): Class Description may be up to 65 words.						
DISCLAIMER AND SIGNATURE						
Submitting a Class form does not guarantee that the class or activity will automatically be added to the Orangevale Recreation and Park District program. There is no exclusivity to instructor and the courses they teach.						
Participants must pre-register for all classes. Registrations are processed on a first-come, first serve basis by the Orangevale Recreation and Park District (OVparks). It is OVparks' policy to provide payment after receipt of services; therefore, advance payment is not possible. Once each class has been completed Instructors will invoice OVparks for their said services. The instructor will receive a check from the County of Sacramento approximately 4 weeks after invoices are submitted to the District.						
Signature					Date	

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