



## HOW TO BECOME AN INSTRUCTOR

We appreciate your interest in becoming an Independent Contract Instructor with LGS Recreation. Independent Contract Instructors allow our agency to offer a variety of programs and activities as we rely on you as the activity expert. We are looking for qualified individuals or companies to partner with in serving our community a wide range of programs. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors. We are always open to new, creative and trendy ideas, so feel free to bring something new to our attention.

### In order to become an instructor with LGSR, a potential instructor must do the following:

- Submit a Class Proposal Form
- LGSR will coordinate a meeting with appropriate Supervisor who oversees that activity/age group
- If classes are accepted by LGSR, you will complete an Instructor Contract and submit all supporting documents (W-9) including proper insurance and fingerprint/TB test if offering program to 18 years and younger.

The appropriate LGSR Supervisor/Coordinator will review the “New Class Proposal” and coordinate a meeting with the potential instructor to discuss the course and all details. If the Supervisor/Coordinator decides to proceed with the course, the instructor will be asked to provide specific class details including course dates, times and instructor bio etc. As a new Independent Contract Instructor you will be emailed a (annual) contract to be signed via “DocuSign”. You will be required to provide Liability Insurance with an Endorsement Letter and submit Fingerprint and negative TB test results if you are instructing participants 18 years and younger. Your Supervisor/Coordinator will provide you with more information regarding the complete process.

We look forward to meeting you. Please contact the office if you have further questions.

Los Gatos-Saratoga

Community Education & Recreation

123 E. Main Street, Los Gatos

408-354-8700

Fax 408-775-8366

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



### NEW CLASS PROPOSAL FORM

Instructor Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Class Title: \_\_\_\_\_

Class Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age Group: (check) Adults \_\_\_\_\_ Youth \_\_\_\_\_ If Youth what ages: \_\_\_\_\_

Minimum # of Students: \_\_\_\_\_ Maximum # of Students: \_\_\_\_\_

Preferred Class Day: (circle)  M  T  W  TH  F  S  Su Open \_\_\_\_\_

Preferred Time of Day: \_\_\_\_\_ Number of Weeks: \_\_\_\_\_

Proposed length of Class: (Hours) \_\_\_\_\_ Proposed Instructor Fee: \_\_\_\_\_

Is a Materials Fee Required: (yes or no) \_\_\_\_\_ How Much? \_\_\_\_\_

Facility Requirements: \_\_\_\_\_

Please check the session you are proposing to start:  
\_\_\_\_ Winter (Jan-March) \_\_\_\_ Spring (March-June) \_\_\_\_ Summer (June-Sept) \_\_\_\_ Fall (Sept-Dec)

- Please attach any additional information as needed
- Instructor is required to provide all materials & supplies (Students may have a materials cost applied)
- Instructor rates will depend on qualifications/skills and proposed class

**You will be notified by the appropriate class Supervisor for a follow up meeting on your proposal**

**Return to:**

LGS Recreation  
123 E. Main Street  
Los Gatos, CA 95030

Phone: 408-354-8700 Fax: 408-395-3828 Email: Info@lgsrecreation.org