

**County of Goochland
Parks & Recreation Department**

**Instructor Application
Guidelines & Procedures**

**1800 Sandy Hook Road
P.O. Box 910
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**Phone: (804) 556-5854
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Program Policy & Procedure:

Please ensure that you read all of the following information carefully. If you have any questions or concerns contact the Parks & Recreation Department Program Coordinator. All class instructors will be expected to follow all of the Guidelines & Expectations set forth from the Parks & Recreation Department.

1. Program registration will be accepted in the Parks & Recreation Department office during normal business hours of 8:30am-5:00pm until Registration Deadline. Instructors are not authorized to accept registration.
2. Instructors will be paid at the conclusion of the session for each class conducted during that particular session. The percentage to be paid is an agreed 80-20% split with 80% paid to Instructor and 20% retained by the Parks & Recreation Department. INSTRUCTOR is responsible for cost of materials or supplies.
3. Each Instructor is expected to be on time for the allotted time frame agreed upon and teach class per session in accordance of general Mass Media Advertising in place.
4. Minimum and maximum participation will be decided by agreement between Instructor and the Parks & Recreation Department. In the event that minimum requirement for participation is not met per class, the scheduled class will be cancelled for that particular session. Registration over set number established for maximum capacity will be added to a waiting list for the next scheduled session with agreement of participant.
5. Under no circumstances will any person be allowed to participate in any scheduled class without completing the proper Registration Form with liability waiver.
6. Attendance will be recorded for all classes based on the provided class roster to be returned to the Parks & Recreation Department and is the responsibility of the instructor.
7. Please use the attached proposal form to describe in detail class curriculum per session with breakdown per class. Any and all resources that are your personal property are the sole responsibility and the Parks & Recreation Department will not be held liable for any lost or damaged materials used for scheduled program.
8. If instructor is unable to make commitment due to illness or unforeseen reason, the Program Coordinator and the Parks & Recreation Department should be contacted immediately to ensure all participants are contacted within a timely manner. Instructor must contact Program Coordinator to make arrangements and to determine what time and space is available for make-up classes. Substitute instructors are not allowed.
9. Requests for Refunds must be made in writing to the Parks and Recreation main office. Refund requests will be evaluated on a case by case basis with decisions made by the Parks & Recreation Department.
10. ALL prospective Volunteers and Contracted Personnel are required to submit information for Criminal Background Check for Goochland County Parks & Recreation. Background clearance is required prior to application approval.



PROGRAM PROPOSAL

Please print neatly or type the following information in order to provide the most accurate information to your participants.

Program Core Information

Program Name: _____

Instructor/Business Name: _____

Program Fee (per person, unless otherwise noted): \$ _____

Please identify the participants' age: Senior (55+) Adult (18+) Teen/Adult (13+)

Other: minimum age _____; maximum age _____

If preschool, is parent/guardian participation required? Yes No

Minimum enrollment required for program: _____; maximum enrollment _____

If you require any additional registration information please list (*i.e. t-shirt size, grade, dog's name, etc*):

Program Description

This description may appear in any Goochland County Parks and Recreation marketing campaigns. Please provide a complete description of your program. Please be aware that this information may be edited, for printing purposes.

Program Details - Session I

Please circle program meeting day/days: Mon Tues Wed Thurs Fri Sat Sun

Start date: _____ End date: _____

Start time: _____ End time: _____

Deadline to register will be two weeks prior to the start date of class, unless otherwise requested. (**NOTE: all deadlines must be at least two weeks prior to start date; if minimum registration has been met at this deadline, additional participants will be accepted until class is full**)

What type of program area is needed?

How should the area be set up and what equipment is needed?

Program Location: 1st Choice _____

2nd Choice _____

3rd Choice _____

Program Details - Session II

Please circle program meeting day/days: Mon Tues Wed Thurs Fri Sat Sun

Start date: _____ End date: _____

Start time: _____ End time: _____

Deadline to register will be two weeks prior to the start date of class, unless otherwise requested. (**NOTE: all deadlines must be at least two weeks prior to start date; if minimum registration has been met at this deadline, additional participants will be accepted until class is full**)

What type of program area is needed?

How should the area be set up and what equipment is needed?

Program Location: 1st Choice _____

 2nd Choice _____

 3rd Choice _____

Please copy and attach if additional sessions are being proposed

Educational Background and teaching experience you have in desired Program subject. Please include references and phone numbers (if deemed necessary by Department).

Instructor Applicant should retain a copy of all information submitted and retained by the Gochland County Parks & Recreation Department for your documentation and records.

Checklist for Office Use:

General Program Background & Appropriate Documentation:

- Instructor Application
- Background & Experience
- Class Registration Fee
- Targeted Age Group (if applicable)
- INSTRUCTOR is responsible for cost of materials or supplies
- Minimum participation (6) with maximum decided by agreement
- Registration Forms w/Liability Waivers & Program Fees
- Class Attendance with Roster returned at the end of each session
- Program Cancellation Policy & Procedure (Instructor or Department)
- Proposal w/Class curriculum breakdown per class including supply requirement
- 80-20% split with 80% paid to Instructor and 20% retained Parks & Recreation
- Payment made upon the completion of each session after service is complete

Criminal Background Check:

- Submitted to HR
- Returned to Applicant
- Fingerprinting by GCSD
- Approval to Instruct

Documentation required:

- Instructor Application
- Class Proposal & Curriculum
- Criminal Background Check

Signed & Prepared

Program Coordinator: _____ Date: _____

Approved

Director of Parks & Recreation Department: _____ Date: _____