



# CLASS PROPOSAL

Season: \_\_\_\_\_

Class Title: \_\_\_\_\_ Number of days/Weeks: \_\_\_\_\_

Check this box if you would like to use the same class information as the previous season:

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

Do you need to use a City facility? \_\_\_\_\_ Class Location: \_\_\_\_\_

Class Minimum: \_\_\_\_\_ Class Maximum: \_\_\_\_\_ Material Fee (detailed description below): \$ \_\_\_\_\_

If your class has a material fee, provide an itemized list of materials: \_\_\_\_\_  
\_\_\_\_\_

Participants Should Supply: \_\_\_\_\_

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

Assistant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

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

Which phone number/email may we release to the public? \_\_\_\_\_

Will your class provide participants with a trophy, t-shirt, medal, certificate, etc.? If so, please describe: \_\_\_\_\_  
\_\_\_\_\_

**Fee Structure Sample: Class Base Fee: \$50 + \$10 Admin fee + \$3 Insurance Fee = Total Class Fee \$63**

*Include \$10 Admin. Fee and \$3 Insurance Fee in your total class fee. (i.e. if you charge \$63 the city will deduct \$13 and you will receive 60%-75% of \$50 depending on your contract.)*

Start Date	End Date	Age	Day(s) of Week	Start - End Time	Fee
<b>*Dates classes not held due to holiday/vacation:</b>					

**PROPOSAL DISCLAIMER**

- **Completing this form is NOT a confirmation that your class has been approved. The City reserves the right to approve or reject any or all proposals.**
- Please note that classes will not be held on any City observed holidays without staff approval.
- No additional classes other than what is advertised in the brochure will be permitted.
- Classes that are cancelled due to low or no enrollment for two consecutive sessions will be subject to evaluation.
- **All instructors, assistants and substitutes are required to be fingerprinted.**
- The City handles all registration for classes. Instructors are not permitted to collect fees with the exception of material fees. 100% of material fee goes to the instructor.
- Unless contracted at a different rate, all classes held in a City of Glendora facility, the City will pay the instructor **60%** of the total enrollment fees collected, minus the \$10.00 City administrative fee and \$ 3.00 insurance fee.
- For classes that do NOT use a City of Glendora facility, the City will pay the instructor **75%** of the total enrollment fees collected, minus the \$10.00 City administrative fee and \$ 3.00 insurance fee.
- Independent Contract Instructors will not discriminate against any employee, volunteer, participant or student due to race, religion, creed, color, national origin, gender, sexual orientation, physical or mental handicap, marital status, veteran status or age.

**NOTE: If you would like to offer additional classes, please attach and submit additional proposals to this form.**

**I have read and understand the above policies and understand that completing this form is not a confirmation that my class has been approved.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Proposals must be completed and returned to the Community Services Department  
116 E. Foothill Blvd. Glendora, CA 91741  
Attention: Lyndzee McNeil  
or emailed to [lmcneil@cityofglendora.org](mailto:lmcneil@cityofglendora.org)

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**Office Use Only**

Community Services Coordinator: \_\_\_\_\_ Approval:  YES  NO

Recreation Supervisor: \_\_\_\_\_ Approval:  YES  NO