

## Camas Parks and Recreation Application for Instructors

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

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

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

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Please describe the type of class you are interested in teaching (please attach course outline and other materials, if applicable):

Please explain why you want to teach this class through Camas Parks & Recreation:

Describe training and education you've had which qualify you to teach this class:

Describe experience you've had teaching this class or other subjects:

References – list name and phone #'s:

Age of students:

Min / Max # of students:

Proposed cost to participant:

Preferred Class Meeting Days: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Preferred Time:

# of Class Meetings:

Hours per meeting:

Type of Room needed (i.e. conference, gym, etc.):

Other requirements:

Add any other pertinent information:

January 13, 2009

To all contracted services,

As a contracted service for the City of Camas Parks and Recreation you will need to comply with the following criteria:

- Sign a Professional Services Agreement for the entire length of your service (see attached sheet).
- Bill the city at the completion of class or at least at the end of each month. Send your invoice to:  
Camas Parks & Recreation  
PO Box 1055  
Camas, WA 98607
- Submit a copy of:
  - Proof of liability insurance (\$1,000,000 per occurrence/ \$2,000,000 aggregate, City of Camas must be listed as additional insured)
  - All applicable certifications
  - Current Business License, if available
- All persons in your program must have a City of Camas Parks and Recreation Release of Liability signed before they participate.
- All persons in your program must "sign in". This could be a blank sheet that they sign, or a printed roster that they initial at each visit. This must be done EACH MONTH and submitted with your invoice for payment.
- All registration monies will be collected through the City of Camas Parks and Recreation Department. You will not collect any monies from your participants.
- Rate of pay is typically 80% of fees collected from participants.
- Each contractor will receive a 1099 tax form in January if you were paid \$600 or more in the calendar year.

You will not be able to submit an invoice for payment until all of these criteria are met.

Under RCW 43.43.834, you will be required to undergo a Washington State Patrol background check and you will be notified of the outcome of the report before you are able to teach any scheduled classes.

If you have any questions or concerns please call 834-5307 and ask for the person in charge of the type of program you are interested in teaching, listed below. Thank you for your interest and we look forward to working with you.

Sincerely,

Tammy Connolly  
Youth & Adult Sports

Kathi Hansen  
Youth Programs

Krista Bashaw  
Special Events & Senior Programs