November 1, 2019

Hello,

Thank you for your interest in the City of Monrovia’s Contract Class Program. The City of Monrovia’s mission is to provide premier quality of life for our residents and visitors. Recreation is an important part of community and our Contract Class Program enriches and engages our community. Our instructors provide a wide range of classes on and offsite.

The City is currently looking for instructors for our spring 2020 classes. If you are interested in offering a class either in a City Facility or at your facility, we ask you to complete our spring 2020 Intent to Instruct Form. Spring Session will run for eight weeks from March 23, 2020 to May 23, 2020. Please refer to the attached calendar for further details showing facility closures.

When submitting your Intent to Instruct, please keep the following guidelines in mind:

- Applications are due by, **Monday, December 9, 2019**
- Please make sure that your application is completely filled out with all information and signature.
- Submitting an application does not guarantee your class will be offered.
- Only information included on this application will be considered.
  - If you are a returning instructor, please be detailed when submitting (avoid using phrases such as “same” or leaving sections blank. This is in order to ensure your information is the most up to date)
- Cancelled classes due to low or no enrollment for two consecutive sessions will be taken out of circulation.
- The City of Monrovia handles all registration of classes. Instructors are not permitted to collect fees under any circumstance with the exception of material fees. 100% of the material fee goes to the instructor.
- Please mail or drop off applications at the Monrovia Community Center, 119 W. Palm Avenue, Monrovia CA, 91016. You may also email your application to Vanessa Vallin, Recreation Specialist at vallin@ci.monrovia.ca.us.

We thank you again for your interest in working with us. For additional information, please call (626) 256-8244.

Thank you!

Vanessa Vallin
Recreation Specialist
# INTENT TO INSTRUCT APPLICATION

To be considered for the Spring 2020 session, your application must be complete. **Submitting an application does not guarantee your class will be offered.** Applications are due by **Monday, December 9, 2019**. Applications must be mailed or dropped off at the Monrovia Community Center, 119 W. Palm Avenue. You may also email your application to Vanessa Vallin, Recreation Specialist at vvallin@ci.monrovia.ca.us. For additional information, please call (626) 256-8244.

## CONTACT NAME_________________________ COMPANY NAME__________________________

Please indicate the type of organization:

- [ ] Individual
- [ ] Sole Proprietor
- [ ] Corporation
- [ ] LLC

ADDRESS ______________________________ CITY ___________________ ZIP _____________

HOME ____________________ WORK ____________________ CELL ______________________

Please indicate which phone number(s) may be released to potential participants

- [ ] Home
- [ ] Work
- [ ] Cell
- [ ] None

EMAIL _____________________________ WEBSITE ____________________________

CLASS TITLE ________________________________ ROOM PREFERENCE ________________

CLASS DESCRIPTION (**Please be descriptive as this will appear in our Quarterly Brochure**)

<table>
<thead>
<tr>
<th>Desired Start Date</th>
<th>Desired End Date</th>
<th>Day of the week</th>
<th>Start &amp; End Time</th>
<th>Number of Weeks</th>
<th>Age Group (no half ages)</th>
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NOTE: Classes begin the week of March 23, 2020 and end on May 23, 2020. **No classes will be held on Saturday, April 11, 2020; the week of May 11, 2020 to May 16, 2020.**

List any dates you will not be offering class:

__________________________________________________

Will your class be held at a City of Monrovia facility?  Yes [ ]  No [ ]

Please check desired indoor room set-up:  [ ] CLASSROOM  [ ] BOARD ROOM  [ ] AUDIENCE

Special Equipment Needed by Instructor: ________________________________________________
Students Should Supply the Following: ____________________________________________________

Class Minimum: ___________________________ Class Maximum: ___________________________

If you choose to include a material fee, please provide an itemized list below. Please also note if the fee is optional. MATERIAL FEE: $

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<thead>
<tr>
<th>Item with Brief Description</th>
<th>Cost per Unit</th>
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NEW INSTRUCTOR REFERENCES:

1. Name:____________________ Phone Number:_____________________ Relationship:____________
2. Name:____________________ Phone Number:_____________________ Relationship:____________

SUBMIT AN ADDITIONAL APPLICATION FOR EACH CLASS TOPIC YOU WOULD LIKE TO PROPOSE

General Information: Please read carefully

- Form must address logistics as requested in full (i.e. description, dates, times, vacation dates, etc.)
- Each instructor is required to attend the first class meeting of all classes advertised in the City of Monrovia brochure, regardless of the number of actual number enrolled the class unless the class or the classes are a 1 or 2 day workshop.
- Please note that classes will not be held on any City of Monrovia observed holidays.
- 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 taken out of circulation.
- The City of Monrovia handles all registration of classes. Instructors are not permitted to collect fees under any circumstance with the exception of material fees. 100% of the material fee goes to the instructor.
- The City of Monrovia charges a $5.00 registration fee per class, which is automatically added to the class fee. Non-residents are charged at registration a $10 non-resident fee on top of the $5.00 registration fee per class.
- The City of Monrovia will pay the instructor an amount equal to 60% of the base class fees collected when the class is held on city premises, minus the $5.00 registration fee and the $10.00 Non-Resident fee.
- The City of Monrovia will pay the instructor an amount equal to 70% of the base class fees collected when the class is held on Instructor’s premises, minus the $5.00 registration fee and the $10.00 Non-Resident fee.
- Completing this form is NOT confirmation that your class has been approved.
- It is a requirement that all instructor/substitutes/subcontractors/volunteers/assistants working with the City of Monrovia complete the process of a fingerprinting and background check.
- Intent to Instruct Applications not submitted by Monday, December 9, 2019, will be disqualified from the Spring 2020 session.

RESIDENT CLASS FEES

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<th>Class fee per person</th>
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<tr>
<td>Registration fee</td>
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<td>TOTAL</td>
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NON-RESIDENT CLASS FEES

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<td>Non-resident fee</td>
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I have read and understand this instructor application and that completing this form is not a confirmation that my class/es has/have been approved. I further understand that I must sign a Community Services Department Instructor Agreement prior to instructing.

Signature ________________________________________________ Date ____________________________
## Spring 2020 Monrovia Class Session Calendar

### 2020 MARCH

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**Week 1**

### 2020 APRIL

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**Week 2**

**Week 3**

**Week 4**

**Week 5**

**Week 6**

### 2020 MAY

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**Week 7**

**Week 8**

### CALENDAR LEGEND
- Green: Beginning of Session
- Purple: No classes held
- Red: Last day for classes
- Please cross off any days you do not intend to hold classes.

Please insert any questions/comments regarding class dates below:

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