

Interested in sharing your time & talents?

Instruct a class for Independence Township Parks and Recreation!

We are looking for new & innovative programs that relate to health, fitness, fun, sports, recreation, etc.

(Note: If you are looking to teach an art, craft, educational class, etc we will most often refer you to Clarkston Community Education)

We are looking for instructors that are:

- Dependable, Reliable, On-Time
- Great with people and/or kids
- Great communication skills
- Excellent organization skills
- Creative
- Fun, Outgoing Personality
- Has similar philosophy of our Department (Parks and Recreation)
- Is aware of the 40 Developmental Assets and is willing to incorporate them into their teaching style
- Has patience
- Optimistic, Nice
- Superior Customer Service Skills
- Sincere, Mature, Calm and Relaxed in front of an audience
- Dedicated to our Community & Families
- Emphasis is on Recreation & a non-competitive atmosphere



If you have a program idea, please call (248) 625-8223 and talk to Kelly Hyer, CPRP- Recreation Programmer. Kelly will discuss your options and also give you a **Program Planning Form** to submit with your proposal. Once details are in written form, your proposal will be submitted to the Parks and Recreation Director for approval. In addition, please provide an updated resume, complete with at least 3 references.

NOTE: Background checks are done on all Instructors.



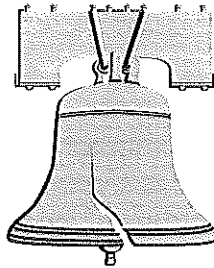
TOWNSHIP OFFICES
(248) 625-5111
FAX: (248) 625-2585

DAVID H. WAGNER
Supervisor

SHELAGH VANDERVEEN
Clerk

CURT CARSON
Treasurer

TOWNSHIP TRUSTEES
DAVID LOHMEIER
MARK A. PETTERSON
LARRY ROSSO
NEIL WALLACE



CHARTER TOWNSHIP OF INDEPENDENCE

6483 WALDON CENTER DRIVE P.O. BOX 69 CLARKSTON, MICHIGAN 48347-0069
www.twp.independence.mi.us

Spring 2009

Dear Instructor,

Welcome to Independence Township Parks and Recreation! Thank you again for offering to share your talents with our residents! We offer class year round to our residents and often times have sell out programs that attract people from all areas of northern Oakland County.

Here are the steps to partnering with our Department to offer a class:

1. Submit a completed Program Planning form (see attached). We can email you the form if you prefer to type in information. Due dates are as follows:
 - a. Winter/Spring-October 1
 - b. Summer-February 1
 - c. Fall-June 1
2. Include your social security number and birth date on the Program Planning Form for a background check.
3. If your program is approved, and you have passed a background check, a Department employee that will be assigned to be your liaison will notify you.
4. You will receive an Independent Contractor Agreement that you will be asked to review, sign and send back. At this time, facility arrangements will be made.
5. Your Department liaison will discuss marketing with you. Our standard marketing medias are:
 - a. Recreation Guide
 - b. Public Access Channel
 - c. Flyers in Main Office
 - d. Press Releases to Clarkston News and Oakland PressAdditional flyers can be made for you to distribute, if requested.
6. During the registration period, you can check your registration numbers by calling (248) 625-8223. Registration start dates are as follows:
 - a. Winter/Spring-First Wednesday in January
 - b. Summer-First Wednesday in May



c. Fall-First Wednesday in September

7. A registration deadline is assigned to every class we offer. This deadline date is a way for our Department to determine if your class will be held. If your attendance does not meet registration minimums, your class will be cancelled and a full refund will be issued to all registrants. All of this will be managed by the Department liaison. If your attendance does meet registration, we will continue to take registrations up to the class start date.
8. Prior to the first day of your class, your Department liaison will make arrangements with you for your class roster, class evaluations, etc.
9. After the third class meeting, your Department liaison will submit paperwork to pay you, the instructor. (See attached refund policy) Since we operate within Independence Township auspices, checks are only printed twice a month; it may take 2-4 weeks for your check to be mailed out.
10. On your last day of class, please pass out program evaluations to participants. Evaluations can be completed in class or customers can fax, mail them back in. They can even be taken online via the Township website at www.itpr.org.

Above we mentioned signing an Independent Contractor Agreement. Within this agreement the revenue sharing percentages will be outlined. If you will be teaching within an Independence Township facility, the revenue split is 60% to you, the instructor, and 40% to the Department. If your class is held at your facility, the revenue split will be 80%-20% respectively.

If you have any other questions, please feel free to contact me!

We look forward to working with you to create community through people, parks and programs.

Sincerely,



Kelly Hyer, CPRP

Recreation Supervisor

khyer@twp.independence.mi.us

(248) 625-8223

Attachments:

Program Planning Form

Refund Policy

General Instructor Cover sheet

PROGRAM PLANNING FORM

If you would like this form electronically, please email khyer@twp.independence.mi.us or call Kelly Hyer at Independence Township Parks and Recreation at (248) 625-8223.

Once this form is submitted, your program/activity is subject to approval by the Parks and Recreation Assistant Director and Director.

Program/Activity Name _____

Contact Person _____ Phone Number _____

Address _____
Street Address City State Zip

INSTRUCTOR'S INFORMATION

Instructors Name _____ Phone Number _____

Address _____
Street Address City State Zip

Instructor's Driver's License # _____ Instructor's Social Security # _____
to be used for a background check

Instructor's Birth Date: _____ Instructor's Email: _____

Instructor's Qualifications: (feel free to attach additional info) _____

PROGRAM INFORMATION - Please use back or attach a copy if you need additional space.

Program description to be used in all publications (if the previous description used was OK, please indicate SAME):

Benefits to the Participant: _____

Special Notes (ie -classroom setup): _____

Age Group: (please check as appropriate)

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Preschool (5 and under) | <input type="checkbox"/> Youth (6-12) | <input type="checkbox"/> Teens (13-18) |
| <input type="checkbox"/> Seniors (55 and over) | <input type="checkbox"/> Family | <input type="checkbox"/> Special Events (all ages) |
| <input type="checkbox"/> Adults (18 and over) | <input type="checkbox"/> Other _____ | |

	SESSION 1	SESSION 2	SESSION 3
Starting Date			
Ending Date			
# of Weeks			
Class Days			
Class Times			
Location			
Cost for residents: <small>Figure should reflect fee to be advertised in publications (ie - Cost : \$25, 70% of \$25 will go to instructor, 30% to ITPR) Other alternatives are negotiable-call ITPR @ (248) 625-8223.</small>			
Enrollment: Maximum #: _____ Minimum #: _____			

Office use only:

Coordinated by:	Instructor Packet	Signed contract on file	Emergency info on file	Date check issued

REFUND POLICY



The following policy and procedures are established to ensure quality programming.

EFFECTIVE SEPTEMBER 1, 2008

- Unless the program was cancelled by the Parks & Recreation Department, a \$10 service fee will be withheld on all patron requested refunds.
- Please note, in some cases, the program description will state that all patron-requested refunds must be requested prior to the registration deadline.
- No refunds will be issued for special events or one-day programs. Sorry, no exceptions.

All refunds will be refunded in the form of an Account Credit (formerly Gold Certificates), check or your VISA/MC will be credited. Items must be refunded in the way they were paid, unless you are requesting an Account Credit. No cash refunds will be given. Check refunds will be issued according to the Township Finance Department's bill-paying schedule, which may take 4-6 weeks. If the refund is less than \$10, a credit will be posted to your account.

Classes/Preschool - All refunds must be requested **before the start of the third class meeting**. Refunds are prorated if requested after the first class or if other expenses (i.e. shirts, materials) are involved.

Team/League Sports - After the regular registration deadline, absolutely no refunds or credits will be given for any youth or adult team sport.

Day Camps/Beach & Swimming Lessons - After the registration deadline, absolutely no refunds or credits will be given. All patron requested transfers must be done prior to the registration deadline. There are no refunds or replacements on lost or stolen Before/After care cards, nor Beach Passes. There are no refunds for cancellations made due to conditions beyond our control.

Facility Rentals - If the cancellation/transfer request by the applicant occurs more than fourteen days (14) prior to the event: All transfers are subject to a \$20 administrative fee, pending the new date is available. All transfers must be done in person, unless payment is made by VISA or MC. Call (248) 625-8223 to have a form faxed to you. In the case of a refund, the rental fee minus \$20 will be refunded along with the deposit. See above for details. If the cancellation/transfer request by the applicant occurs less than fourteen days (14) prior to the event: The entire rental fee is forfeited and the deposit will be returned in full, regardless of the reason for the cancellation, including inclement weather. Absolutely no transfers. Regular policies regarding return of security deposit still apply.

TRANSFERS: A \$10 fee administrative fee will be charged to transfer between any activity, in addition to any difference in fees. All transfers must be done in person, unless payment is made by VISA/MC. Call (248) 625-8223 to have a transfer form faxed to you. Transfers are only authorized providing space is available in the new activity.

CLASS DEADLINES: As of May 2, 2006 we have implemented a new Class Deadline Policy to help serve our customers better. In order to confirm the status of a class/program, a deadline is listed with each class description. A Full Refund will be issued if a class is cancelled by our Department. If space still exists and registering after the registration deadline, a \$10 late fee will apply.