



City of Cupertino Contract Instructor Course Proposal Form

Thank you for your interest in partnering with the City of Cupertino to offer classes to the Cupertino community. Please be detailed when filling out this form and feel free to submit any supplemental items (e.g., additional sheets, course material) with your proposal form. Submission of a proposal does not guarantee it will be accepted. Recreation staff will connect with you if your proposal is selected for follow-up.

SECTION 1. Contractor Instructor Information

Contractor Instructor Name: _____

Business Name (if applicable): _____

Address: _____

Primary Phone: _____ Email: _____

SECTION 2. Program/Course Information

Name of Program:

Detailed Course Description (for additional space, please continue on a separate page):

Recreation Brochure Description (40-word max, the City reserves the right to edit):

Day(s): ___ Mon. ___ Tue. ___ Wed. ___ Thu. ___ Fri. ___ Sat.

Proposed Times: ___ Mon. ___ Tue. ___ Wed. ___ Thu. ___ Fri. ___ Sat.

Ratio: _____ Participant Ages: _____ Participant Minimum: _____ Participant Maximum: _____

Session(s) to teach: ___ Fall ___ Winter ___ Spring ___ Summer Classes ___ Summer Camps

How much do you want to receive per participant? Will you teach at a Cupertino facility or at your own facility?

If at a Cupertino Facility, please select facility requirements:

_____ Wi-Fi ___ Tables & Chairs ___ Whiteboard ___ Projector ___ TV/DVD



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SECTION 3. City of Cupertino Requirements

All contracted instructors must possess & complete the following before entering into an agreement with Cupertino (please initial below indicating you understand these requirements):

| Initials: | Requirement: |
|-----------|--|
| _____ | <u>Workers' Compensation</u> : Statutory coverage as required by the State of California <ul style="list-style-type: none"> ▪ Signed affidavit accepted for independent contractors |
| _____ | <u>Liability insurance</u> : commercial general liability coverage, including sexual abuse and molestation coverage, in the following limits: <ul style="list-style-type: none"> ▪ Bodily Injury: \$500,000 each occurrence 1,000,000 aggregate - all other ▪ Property Damage: \$100,000 each occurrence \$250,000 aggregate |
| _____ | <u>Automotive</u> : Proof of automobile insurance required at the California statutory minimum |
| _____ | <u>Business License</u> : All consultants are required to obtain a Cupertino Business License. |

Contracted instructors and their employees working with minors (those under the age of 18) must ALSO possess/complete the following:

| Initials: | Requirement: |
|-----------|--|
| _____ | Negative TB test, or X-ray results, for all employees with the City of Cupertino |
| _____ | Completed fingerprinting & criminal background investigation. |
| _____ | Completed concussion and head injury education. |

All requirements are completed at the contractor's expense.

Contract Instructor Acknowledgement:

I acknowledge that I have read, accept, and understand the information and requirements that involve me, my company, or my organization entering into an agreement with the City of Cupertino. I understand that the City of Cupertino reserves the rights to change these requirements at any time and I am still responsible for fulfilling all requirements before entering into an agreement with the City of Cupertino.

Submitting a proposal does not guarantee that the course, program, or activity will automatically be accepted or added to the City of Cupertino's recreational programming. Additionally, if added, there are no guarantees that the City of Cupertino will automatically continue offering the activity or program.

Contract Instructor's Signature

Date:

Printed Name:

| | | |
|-----------------------------|---------------------|---------------------------|
| OFFICE USE ONLY: | | |
| Date Received: _____ | Staff: _____ | Coordinator: _____ |