



INDEPENDENT CONTRACTOR CLASS PROPOSAL

January 3, 2018

Dear Potential Instructor,

Thank you for your interest in working for the Eules Parks and Community Services Department. While our recreation center is filled with a variety of unique programs, we always enjoy expanding our list of activities to benefit our citizens. To view a full listing of the current classes that we offer, please visit our website at www.eulesstx.gov/pacs. To submit your proposal, please fill out the attached class planning sheet. You may include any promotional materials or fliers that would provide more information about the class you wish to offer. Once your proposal has been submitted, it will be reviewed, and you will be contacted to set up a meeting to further discuss your ideas. Instructors will be paid at the end of each month. Instructor pay is based on a percentage of the class fees collected per session. Instructors will help set prices for the classes, as well as decide on enrollment numbers, times, and days of the program. Information about classes will be posted online on the Eules Family Life Center page of the City website. Additionally, monthly newsletters will be mailed out to Eules residents through Water Bill inserts, and these newsletters will also be available at municipal buildings and various businesses around the City. Class information must be submitted at least two months in advanced in order to be included in these publications. If you have any questions regarding this process, please feel free to contact me. Thank you for your interest, and we look forward to partnering with you in the future.

Sincerely,

Sonja Howard

Recreation Specialist – Programs

(817) 685-1668

showard@eulesstx.gov

Instructor Information

Name: _____

Address: _____ City: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Course Description

Please write a creative description of your potential class. Keep in mind, if your application is accepted this description will be published online and in our "Playbook" for marketing purposes.

Course Name:

Course Description:

Requested Course Schedule						
Session	Start Date	End Date	Start Time	End Time	Day(s) of the week (i.e. Mon/Wed)	Price
1						
2						
3						
4						
5						

*please note; we add \$2.00 to the submitted price to cover transaction fees.

Student information
<p>Minimum age required for participation: _____</p> <p>Maximum Age allowed for participation: _____</p> <p>Minimum # of students required to hold class: _____</p> <p>Maximum # of students allowed: _____</p>