



**Library and Community Services Department
Community Services Division
Class Proposal Form**

Thank you for your interest in teaching a new class for the City of Sunnyvale's Library and Community Services Department, Community Services Division. We are always happy to hear from potential instructors who are passionate about their knowledge and eager to share it with students of all ages. We look forward to considering your proposed class for possible inclusion in an upcoming recreation guide.

Instructor/Contact Name _____

Business/Organization Name _____

Sunnyvale Business License **Yes / No** **Liability Insurance** **Yes / No**

Daytime Phone _____ **Email** _____

Address _____

Instructor/Organization Website _____

Title of proposed class _____

Certification/Qualification of Instructor _____

Do you currently have a Contractual Agreement with the City of Sunnyvale? _____

Do you currently have a Contractual Agreement with another Agency? Which Agency? _____

Description of proposed class

Please provide specific information on what students can expect to learn and how it will benefit them. If you have already developed lesson plans, please also include them.

Days and times you are available to teach class

Preferred # class meetings per week/total per session _____/_____

Total # class meetings _____

Minimum number of students _____ **Maximum number of students** _____

Age range of students for proposed class _____

What are your qualifications for teaching this age group?

Facility needs

Please note room size, floor requirements, equipment and furniture you require. If you are familiar with our facility and have an idea which room best suits your class, please indicate it.

Supply list

Please indicate estimated cost per student and whether they will purchase items directly from you (supply fee payable first class session), whether items should be purchased in advance, whether a supply list will be handed out during first class, or whether supplies are included in the cost of the class. Note: The Community Services Division will not be responsible for distributing supply lists at registration.

Special Notes

Please indicate any special notes for the class such as required clothing, previous experience, or special instructions (i.e. "must attend first class").

Recommendation on pricing for the proposed class

If you teach the class elsewhere, please indicate where and the advertised cost.

Recommendation on promoting the proposed class

If you teach the class elsewhere, please indicate where and what advertising and marketing techniques have been most successful.

Desired compensation

\$ _____ /hourly, as a City of Sunnyvale employee *Employees are paid bi-weekly, taxes withheld. Employees must pass DOJ background check (fingerprinting), DMV check, TB and drug/alcohol tests at City's expense.*

\$ _____ flat fee, as a Contractor or per resident class fee, as a Contractor
Contractors are paid upon invoice at conclusion of class. Contractors must have valid Sunnyvale business license and \$1 million liability insurance. TB testing, DOJ background check (fingerprinting) and drug testing will be required of any instructor working with children. Testing will be at the expense of the contractor and current results will be required.

Submittal and Approval Information

Submission of a Class Proposal Form does not guarantee approval of a contractual agreement with the City of Sunnyvale. Class Proposal are reviewed based on community need and interest, facility availability, cost as well as instructor and business qualifications, reputation and ability to meet pre-employment requirements. City of Sunnyvale Contractors will be required to provide:

- Internal Revenue Service W9 submission
- City of Sunnyvale Business License
- Background check via LiveScan Fingerprinting (cost borne by Contractor)
- Drug screen clearance (cost borne by Contractor)
- Tuberculosis (TB) Clearance (cost borne by Contractor)
- Insurance (specific requirements will be provided by the City staff member you are assigned to)

Please submit your proposal and resume by mail or email:

Mail: Attention: Community Services Administration
City of Sunnyvale
Department of Library and Community
Services Community Services Division
550 E. Remington Drive
P.O. Box 3707
Sunnyvale, CA 94088-3707

Email: pr-admin@sunnyvale.ca.gov

