

# Welcome...

Dear Potential Instructor,

Thank you for your interest in working with the Whitmore Lake Community Recreation Department. Whitmore Lake Community Recreation is dedicated to opportunities to get active, make new friends, learn new skills and have fun in local and surrounding communities. Programs may be designed for all ages ranging from preschool to seniors, for individuals or families, etc. We work with outside entities to provide programs in two ways: Facility Rental and Independent Contractor.

## Facility Rental

Individuals can rent WLPS facilities as an individual or organization and pay a rental rate for each date requested and cover any costs incurred by the district. Facility Use Application and information which includes a fee schedule, facility matrixes detailing what spaces are available, general and space specific rules and regulations are available on the district website, [www.wlps.net](http://www.wlps.net) or available upon request at the WLCR office. Please note you may be required to provide your own insurance and waiver/liability forms as well as handle all marketing and registration for your program when choosing this method.

## Independent Contractor

The department currently offers a 60/40% split with all instructors on fees collected for a class, with the exception of late fees. Instructors are paid at the conclusion of the session, and checks are generally distributed within two weeks of the class end date. All instructors and any staff for the program must have an annual background check or be fingerprinted through the Washtenaw Intermediate School District. Some instructors may be required to carry liability insurance for the classes they instruct through the program and is at the discretion of the district. Please see further information for contracted instructors on page 2-3.

If you have any questions feel free to contact me at 734.449.4461 x 3058 or [maria.carter-ewald@wlps.net](mailto:maria.carter-ewald@wlps.net)

All the Best,

Maria Carter-Ewald  
Director, Community Recreation

## How it works...

- ◆ Complete and submit the Course/Activity Proposal in the back of this handbook. Then submit it to Whitmore Lake Community Recreation Department within the determined deadlines.
- ◆ The Community Recreation Director and staff will evaluate the proposal for its potential in meeting the Department's visions and goals. A program coordinator will contact you to discuss the possibility of conducting the course through our Department.
- ◆ A program coordinator will work with you to determine the specific design of your course/activity in regards to facility suitability, facility availability, fee structure, course time frames, participant minimums and maximums, age ranges, course descriptions, etc.
- ◆ Once Whitmore Lake Community Recreation Department accepts your proposal, a formal written agreement will be produced which specifically outlines the agreement.

# Sessions & Deadlines...

## **Contract Sessions:**

### **Winter/Spring Session (January-May)**

Applications due by October 1.

### **Summer Session (June-August)**

Applications due by February 1.

### **Fall Session (September-December)**

Applications due by May 31.

# FYI for Contracted Instructors...

**Registration:** All registration takes place through the WLCR through our online program. People can register in person, over the phone or online. Instructors shall NOT collect registration fees. Exceptions may be made for classes allowing walk-in fees. Participants not registered and paid may not participate.

If a class does not meet the minimum enrollment requirements, the class may be cancelled.

**Advertising:** Information regarding classes are distributed in multiple ways.

- ◆ District E-mail
- ◆ District-wide and building specific newsletters
- ◆ Social Media
- ◆ Posters distributed in the greater Whitmore Lake area
- ◆ Information included on our website
- ◆ Individual flyer for each program

**Rosters:** WLCR will electronically send an updated roster and attendance sheets on the first day of each session.

**Evaluations:** WLCR will provide participant surveys to be distributed to your participants at the end of each session. Participants may return evaluations to instructors, or to the WLCR main office. Instructors must submit completed surveys within a week of the class ending.

**Cancellations:** In the event that a class needs to be cancelled due to a district closing, WLCR will contact the instructor immediately. In the event the instructor needs to be cancelled, s/he must notify WLCR immediately. In either case, instructors are responsible for contacting any enrolled individuals to notify them of the cancellation, if a class will be made up, or how they can obtain a refund if applicable.

**Instructor Payments:** Instructors will be paid within two weeks of the class ending. In order to receive payment, a W9 form must be submitted before the last session.

**Facilities:** WLPS has classrooms, gymnasiums, meeting rooms, aquatic and athletic facilities as well as parks available for use.

WLCR will work to suit everyone's needs; however, WLCR reserves the right to make adjustments to facility assignments before and during any session. All contract instructors are responsible for following all WLPS facility use rules and guidelines. A copy may be found at [www.wlps.net](http://www.wlps.net) or by request at WLCR office or by e-mail at [info@wlps.net](mailto:info@wlps.net).

**Set-up:** Instructors are responsible for their own course/activity set-ups and break downs, making sure they leave their space in the condition it was found.

Instructors may not use the copy/fax machines at any of the facilities.

**Fingerprinting:** One-time fingerprinting or background check is mandatory for all volunteers and contract instructors over the age of 16. Volunteers and contract instructors are not authorized to coach, serve or work with children until a background screening or fingerprinting have been process and approved by WLPS. All information will be confidential and not discussed outside of the process.

**Fingerprinting Process:** Volunteer/contract instructor must submit to fingerprinting or background check and have results sent to WLPS payroll/benefit coordinator within two weeks of the class proposal being accepted. WLPS payroll/benefit coordinator will notify WLCR of the approval or disapproval. WLCR will notify the volunteer/contract instructor of non-approval via written communication. In the event the volunteer/contract instructor feels a mistake has been reported, it is her/his responsibility to contact the reporting agency and resolve the issue.

**Agreement:** WLCR reserves the right to negotiate the terms of the agreement with instructors.

**Insurance:** As an independent instructor for Whitmore Lake Public Schools and Community Recreation, we may require you to obtain general liability insurance of \$1 million, with an additional insured endorsement reading "Whitmore Lake Public Schools, its officers, officials, employees, and volunteers." The cost for this coverage is the sole responsibility of the contractor.

Contract instructors do not in any way receive insurance coverage through the district. If a liability claim occurs against an contract instructor, s/he will be responsible for defending themselves and the claim brought against her/him.

**Medical Emergency:**            Locate a phone and dial (9) 911  
  Certified individuals should administer immediate first aid

**Accident and Incident Reports:** Accident and incident forms will be provided with their class packets. All accidents and incidents should be reported, no matter how minor they may appear. If an accident occurs in your class, prepare an incident report immediately after the emergency while the patron is still under your care. All accidents on the grounds shall be reported. Reports must be as detailed as possible and all information pertaining to the accident noted. After you have completed the form, submit it to the Community Recreation Director within 24 hours.

It is encouraged that contract instructors make themselves familiar with emergency exits, phone locations, etc.

# Course/Activity Proposal...

## Instructor Information:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business/Organization (if applicable) \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street City Zip  
Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Please attach a copy of your resume with relevant experience to the class or program.

## Course Information:

Course Title: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Course Objectives: \_\_\_\_\_

\_\_\_\_\_

Course Goals/Benefits: (What will participant learn/what are the benefits of taking this class?)

\_\_\_\_\_

\_\_\_\_\_

Session: \_\_\_\_\_ Fall/Winter Session (September-December)  
\_\_\_\_\_ Winter/Spring Session (January-March)  
\_\_\_\_\_ Spring/Summer Session (June-August)

Participant Age/Grade \_\_\_\_\_ Class Min: \_\_\_\_\_ Class Max: \_\_\_\_\_

Day \_M \_T \_W \_R \_F \_Sat \_Sun Time: \_\_\_\_\_

Frequency: (ex: Once a week for 6 weeks): \_\_\_\_\_

Activity Fee: \_\_\_\_\_ Materials Fee (paid to instructor) if any: \_\_\_\_\_

Equipment Required: \_\_\_\_\_

Facility/Space Desired: \_\_\_Elementary School \_\_\_Middle School \_\_\_High Schools

Room (Classroom, Gym, Media Center, etc.): \_\_\_\_\_

Supplies/materials students need to bring to class: \_\_\_\_\_

Instructor Bio (brief description of your qualifications for publicity material): \_\_\_\_\_

Additional Information/Notes: \_\_\_\_\_

Have you ever been arrested, charged or convicted of a criminal offense other than a minor traffic violation? Yes or No. If Yes, explain, giving dates:

Please provide three references

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Please return this form to WLCR

**Mail:** 7430 Whitmore Lake Rd, Whitmore Lake MI 48189

**Fax:** 734-449-5576 or **e-mail:** [wlcinfo@wlps.net](mailto:wlcinfo@wlps.net)

Attach any additional information, certifications, personal references, or samples of work useful in evaluating your proposal. Please call 734-449-4461 x 3057 with any questions.