



## City of Huntington Beach Community Services Department Instructional Class Proposal Information

Please e-mail completed proposals to:  
recreation.classes@surfcity-hb.org

or mail to:

City of Huntington Beach  
Community Services Department  
2000 Main Street  
Huntington Beach, CA 92648-2702

THE CITY OF HUNTINGTON BEACH COMMUNITY SERVICES DEPARTMENT SEEKS TO PROVIDE CLASS AND PROGRAMS THAT ARE RECREATIONAL IN NATURE, AND SUPPORT THE MISSION AND VISION OF THE CITY OF HUNTINGTON BEACH.

- **MISSION STATEMENT:** The City of Huntington Beach provides sustainable quality services to maintain and enhance our safe and vibrant community.
- **VISION STATEMENT:** Huntington Beach – An engaged, sustainable family-friendly community that is safe, vibrant, and attractive to tourists, residents and businesses alike.

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE CLASS PROPOSAL:

1. Class description including general class curriculum, target age range or audience and desired outcomes. Please include preferred class meeting schedule (ie: one day per week for 8 weeks, one time workshop or week-long format) facility specifications (approximate size of room, floor surface, indoor or outdoor space, sports courts, etc.) should also be included. Attachments will be accepted.
2. If you have provided this or another recreation class program for other agencies, please provide contact information for references within those organizations:
3. If you have not provided recreational programs in the past, please provide references that can comment on your ability to work as an Independent Contractor - Instructional Class Teacher for the City of Huntington Beach.
4. Please attach a current resume containing relevant education, training and experience that qualifies you to teach the program you are proposing.

Instructor(s) Name:		Phone:	(   )   -
		Cell:	(   )   -
Street Address:			
City:		CA	Zip:                      -
Email Address:			
Suggested Class Title:			
Suggested Class Price and Duration:	\$	# of Hour(s)	# of Weeks(s)



**City of Huntington Beach  
Community Services Department  
Instructional Class Proposal – Continued**

Class Description: (approximately 50 words)

Experience teaching this program:

Preferred room set-up:

Equipment needed:

Required participant materials needed for the class? Yes  No

If yes, please provide materials list with this proposal including approximate cost for students to purchase. If you are providing the materials, please include list with materials fee: \$

Target age group or desired audience:

Desired outcome of class participation:

Additional information:



**City of Huntington Beach  
Community Services Department  
Instructional Class Proposal – Continued**

Professional References:

Name	Relationship	Contact Information
1.		
2.		
3.		

Personal References:

Name	Relationship	Contact Information
1.		
2.		
3.		

Successful proposals will demonstrate that the recreational instructor, who is an independent contractor, will agree to:

*NEVER ACT UNPROFESSIONALLY WHILE REPRESENTING THE CITY OF HUNTINGTON BEACH OR PERFORM ANY CONDUCT WHICH WOULD BRING DISCREDIT UPON THE CITY.*

*NEVER USE OR ATTEMPT TO USE CITY OF HUNTINGTON BEACH INSIGNIA, BADGE, DECAL, PLAQUES, STICKERS OR CITY ISSUED EQUIPMENT OR ANY ARTICLE GIVING REFERENCE TO CITY OF HUNTINGTON BEACH INAPPROPRIATELY.*

*NEVER PROVIDE FALSE OR MISLEADING INFORMATION ON THIS PROPOSAL OR AT ANY TIME DURING MY SERVICE.*

*I WILL ALWAYS TREAT MY FELLOW INSTRUCTORS, CITY OFFICIALS, CITY EMPLOYEES, AND MEMBERS OF THE COMMUNITY WITH RESPECT AND DIGNITY.”*

I understand that as an Independent Contractor for the City of Huntington Beach Community Services Department, I will be required to submit my fingerprints to the California Department of Justice for background check.

**Proposal Certification: PLEASE READ BEFORE SIGNING. I CERTIFY** the statements made by me in the proposal are true, complete, and correct to the best of my knowledge and belief. I understand that statements made are subject to verification and that any misrepresentation, fraud, or omission of material facts may be grounds to reject my instructional class proposal.

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**Signature**

**Date**