



**Contract
Instructor
Information & Application**

Becoming an Independent Contract Instructor with CampCo:

CampCo contracts with individuals and organizations to provide specialized recreation and educational programs, camps and classes for our customers. Contract Instructors are paid on a percentage basis to be determined by CampCo management.

Contract Instructor Application:

Those who wish to become a Contract Instructor with CampCo Recreation must submit a Contract Instructor Application. Applications will be reviewed by CampCo Management and potential Contract Instructors may be contacted for an interview. Submittal of a Contract Instructor Application is not a guarantee that the Contract Program will be accepted.

Contract Instructor Forms:

Once a Contract Program has been accepted, Contract Instructors are required to complete all required forms, which include but may not be limited to:

- Independent Contract Instructor Agreement
- IRS W-9
- Acknowledgement of the policies in the Contract Instructor Information Packet

CPR/First Aid Requirement:

Contract Instructors, and each of their employees and substitutes who work in CampCo programs, are required to be currently certified in CPR and First Aid (Adult & Child) by an CampCo-approved organization. Certificates received from the American Red Cross and American Heart Association usually are acceptable. Certificates received from any other organization will be accepted at the discretion of CampCo management. CPR courses MUST include practice of skills on a manikin. On-line courses do not meet the requirements of CampCo. Copies of these certifications must be submitted to CampCo prior to teaching. Contract Instructors whose certifications have expired, or who do not provide proper proof of certification to CampCo, will not be permitted to teach courses until their certification is renewed. Cost of these courses is the responsibility of the Contract Instructor.

Fingerprinting and Background Checks:

Contract Instructors, and each of their employees and substitutes who work in CampCo programs are required to be fingerprinted through CampCo's approved fingerprinting vendor, and pass a DOJ and FBI criminal background check at the Contract Instructor's expense. As of June 2012, the total fees are \$64 per person, payable by check directly to our vendor. CampCo will not accept fingerprint clearance from another entity.

TB Testing:

Contract Instructors, and each of their employees and substitutes who work in CampCo programs, are required to be provide of recent negative TB test. Cost of this testing is the responsibility of the Contract Instructor. Copies of these negative tests must be submitted to CampCo prior to teaching.

Contract Instructor's Employees and Substitutes:

Contract Instructor's employees and substitutes must be appropriately trained and certified to teach the contracted course. Each employee and substitute must complete a CampCo Instructor Information form and submit it to CampCo management prior to teaching CampCo programs.

Insurance:

At least 30-days prior to the start of class, Contract Instructors must submit a copy of their liability insurance certificate with a minimum of one million dollar coverage and listing CampCo as "additionally insured". Some Contract Instructors may be required to provide higher coverage depending on the type of course taught. Cost of liability insurance is the responsibility of the Contract Instructor.

Class Proposals:

Class Proposals are due quarterly by the submittal deadline. Annually, Contract Instructors will receive a calendar of these dates. Submittal of a Class Proposal is not a guarantee that the class will be accepted.

Marketing of Classes:

CampCo will guide and assist Contract Instructors with the marketing of their CampCo courses. Marketing methods may include CampCo website, facility owner's website (school district, HOA, etc...), fliers, banners, brochures, emails and more. All marketing must be pre-approved by CampCo management.

Class Registration:

All class registrations must go through the CampCo office/website. Instructors may not take registration or collect fees in-person, through their own website, through bartering or by any other method other than through CampCo unless pre-approved by CampCo. All class participants must be on the CampCo roster for that class.

CampCo Contract Instructor Trainings and Meetings

CampCo offers semi-annual Contract Instructor meetings during which CampCo will update instructors on new/changed policies, share program marketing suggestions, learn emergency preparedness procedures, update instructor information, discuss handling child behaviors and much more. Contract Instructors are required to attend at least one meeting per year.

CampCo will regularly provide information about other free and low-cost trainings available to Contract Instructors and their employees and substitutes.

CampCo offers American Red CPR and First Aid courses for our Contract Instructors and their employees and substitutes, at a very-discounted rate compared to classes offered at the American Red Cross facilities. These courses are offered at least three times per year and space is limited (register early!).

Contract Instructor Payment:

Per the Contract Instructor Agreement, Contract Instructors will be paid a percentage of their class fees. Upon completion of the Contract Class, the Contract Instructor must complete a Request for Payment and forward it to the CampCo office. Requests for payment received between the 1st and 15th of the month will be mailed to the Contract Instructor by 25th of the same month. Requests for payment received between the 16th and last day of the month will be mailed to the Contract Instructor by 10th of the following month. Holidays may result in a slight change to this payment schedule.

Class Minimums and Maximums:

Class minimums and maximums will be determined and agreed upon by both the Contract Instructor and CampCo.

Sibling Discounts, Scholarships and Other Discounted Fees:

Contract Instructors are encouraged to offer discounts to their classes to benefit participants who may not otherwise have the financial ability to attend. These may include sibling discounts, scholarships, and other discounts.

Contract Class Cancellations and Make-up Classes:

Contract Instructors are expected to fulfill all days of their advertised class. If the Contract Instructor is ill or cannot otherwise teach a class on a certain date, CampCo requests that the Contract Instructor provide an approved Substitute to teach the class. If that is not possible, CampCo requests 24-hour notice of cancellation; the Contract Instructor will be required to offer a make-up class with the date to be determined by the Contract Instructor and CampCo. It is the Contract Instructor's responsibility to notify students of a cancelled class. CampCo will notify the facility owner. Contract Instructors who repeatedly cancel a class will be dismissed.

Emergencies:

In the event of an emergency, Contract Instructors should contact 9-1-1 to request assistance, then contact CampCo. Details about handling emergencies will be covered at the Contract Instructor Meetings and in CPR and First Aid courses.

Evaluations:

CampCo reserves the right to evaluate classes regularly or periodically on a random basis. Evaluation of a class can come in the form of paper evaluations, electronic surveys, personal customer interaction or by CampCo management visiting classes.

Contract Instructor Application

Please complete the following application and fax/mail to:



Name: _____
 Last First MI

Business Name, if applicable _____

Website: _____ Email: _____

(_____) _____ (_____) _____
 Phone 1 Phone 2

Home Address: _____
 Street Address Apartment #

 City State Zip

Business Address: _____
 Street Address Apartment #

 City State Zip

Summary of Courses you would like to teach (include ages, types of facilities needed and any other pertinent information. This should be a summary; details will be submitted on a Class Proposal Form if Instructor is chosen to contract with CampCo):

What qualifies you or your organization to teach this/these course(s)?

Professional References: List 3 professional references, other than employers listed above, who are NOT RELATED TO YOU, that can tell us about your qualifications and history teaching this type of class. Letters of reference are also encouraged, but not required.

Reference Name	How do you know them?	Phone

Name: _____

Education

High School				
School Name _____				
City _____				
Circle Highest Grade Completed as of 6/2013				
8	9	10	11	12

College		
School Name _____		
City _____		
Area of Study/Major _____		
# of Units Completed _____		
Degree?	Yes	No

College		
School Name _____		
City _____		
Area of Study/Major _____		
# of Units Completed _____		
Degree?	Yes	No

Employment History: List most recent or current employer first.

Employer _____	Salary _____
Job Title _____	
Summary of Duties _____	
Dates Worked _____	Reason for Leaving _____
Supervisor _____	Phone (_____) _____
Employer _____	Salary _____
Job Title _____	
Summary of Duties _____	
Dates Worked _____	Reason for Leaving _____
Supervisor _____	Phone (_____) _____
Employer _____	Salary _____
Job Title _____	
Summary of Duties _____	
Dates Worked _____	Reason for Leaving _____
Supervisor _____	Phone (_____) _____

Name: _____

Certifications

CPR	First Aid	Others
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Date Expires: _____	Date Expires: _____	_____ _____ _____

Have you been convicted of any felony, including, but not limited to sex-related crimes against a child or child abuse?

YES NO

If yes, explain below.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if I am chosen as a Contract Instructor for CampCo, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information. I agree to being fingerprinted and undergoing a Department of Justice background check.

I also understand and agree that no representative of the company has any authority to enter into any contract for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Contract Instructor Applicant Signature

Date

When complete, fax or mail application to:

CampCo

Recreation

26861 Trabuco Rd.

Suite E-121

Mission Viejo, CA

92691

(949) 643-9008

Fax: (949) 666-9008

Applicant: Please do not write below this line. CampCo Management Only.
