



TRANSYLVANIA COUNTY

PARKS AND RECREATION

Dear Interested Instructor,

Thank you for your interest in sharing your talents, skills, and experience with the community. We are looking for instructors to teach a wide variety of classes to provide local residents with positive recreational experiences.

Transylvania County invites you to become a partner in providing programming for the community. Classes can be taught at your place of business or at one of the County's recreation facilities.

Please review the FAQ sheet, and then fill out the attached documents as completely as possible. Proposals will be routed to the correct program coordinator for review. Proposals are evaluated quarterly in preparation of our next season of classes.

Thank you for your interest in offering programs through Transylvania County Parks and Recreation Department. We invite you to browse our current class offerings to see some of the types of programs we already offer. We look forward to receiving your completed packet.

Sincerely,
Parks and Recreation Department
Transylvania County

Transylvania County Parks & Recreation (TCPR) Department

PROGRAM PROPOSAL FREQUENTLY ASKED QUESTIONS (FAQ's)

How do I become an instructor for TCPR?

Submit a completed Proposal Packet to the Parks and Recreation Department. **CALL** our main recreation office at 828-884-3156. **COME IN**, to the Parks & Recreation office at 1078 Ecusta Rd, Brevard, NC, 28712.

What are the timelines for submitting my proposal?

Proposals can be submitted at any time throughout the year. However, if you wish to start your programs for a specific season, information should be submitted as early as possible (planning begins 6 to 12 months prior to the next quarter).

When can I instruct? (Days of week, quarter, and time)

Class scheduling is flexible and will be dependent on your proposed program curriculum. Programs can run daily, mornings, afternoons, evenings and weekends. There are one-time classes, those that meet for an entire quarter and anything in between. The final schedule will ultimately be determined by the facility, need, and your availability.

What happens after my packet is turned in?

The packet will be routed to the correct program coordinator for review.

When can I expect to be contacted?

Proposals will be evaluated quarterly. If your program is a good fit and we would like to offer your class, upon the successful completion of a background check report and references, you will be contacted by one of the programmers and class details will be finalized.

How is the class fee for participants determined?

Class fees will be determined by both you, as the instructor and your program coordinator. A number of factors will be taken into account such as your fee, additional supply or equipment cost, facility fees, and the Transylvania County percentage (which covers administrative and marketing expenses), etc.

How are instructors paid?

Instructors are generally paid based on a percentage of the **registration fee** for class, for example: 70/30 split e.g. \$100 per student results in \$70 to instructor, \$30 to the County. You will submit a bill/invoice to the County at the end of the class and the County will cut you a check.

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What are some of the reason my program might be declined?

- We are already offering a similar program for the same time frame and age demographic that you are looking to serve.
- We have offered similar classes in the recent past that have been unsuccessful.
- The programs fees are deemed too high to be successful.
- We cannot accommodate your schedule, do not have the facility available, or your class was lower on the program priority list.
- Your program does not fit within our risk management guidelines.
- The personal interview, background check or references report do not meet the minimum requirements.

How will my program be marketed?

Your program will be included in our online registration system. This is where everyone will go to register and view available programs. Additionally, your program may be included in other marketing materials, for example, our facebook page, posters/flyers at our facility, and other various options that we have available.

Programs are more successful when the instructor/contractor does additional marketing of their own programs.

Once selected as an instructor, will I be guaranteed to teach every quarter?

On-going programs will be reviewed and evaluated each quarter by your program administrator and it will be very important for you to plan in advance so your programs can be reviewed and scheduled in a timely fashion.