



Hello:

The Rim of the World Recreation & Park District is continuously looking for programs that are innovative and promote physical and emotional wellness within our community. If you are interested in proposing a program idea that supports our many efforts in providing these excellent community services, please submit a proposal that covers the information listed below.

Keep in mind that the information you are submitting will be reviewed for program content, benefit to our customers and cost. Once we receive and review completed proposal submittals, we will get in touch with you. The information you provide will be considered a proposal. There are no guarantees that the Rim of the World Recreation & Park District will accept your submittal(s). Other requirements to be hired as an Instructor with the District might include (but are not limited to): follow-up interview, background check, current certifications in CPR, and First Aid, and fingerprinting.

Our Seasonal Newsletter and deadlines to make note of:

<b>Season</b>	<b>Class Dates Advertised</b>	<b>Deadline to Submit Class Proposal</b>	<b>Anticipated Public Distribution Date</b>
Fall/Winter	September 1 - February 28	April 1	August/September
Spring/Summer	March 1 – August 31	November 1	April/March

You may submit your completed program proposal packet to:

Rim of the World Recreation & Park District  
 ATTN: Programs Director and/or Athletic Director  
 P.O. Box 8 | 26577 St. Hwy 18  
 Rimforest, CA 92378





Rim of the World Recreation & Park District  
 P.O. Box 8 26577 State Hwy 18, Rimforest, CA 92378  
 Phone: (909) 337-7275 [info@rim-rec.org](mailto:info@rim-rec.org)  
[www.rim-rec.org](http://www.rim-rec.org)

Are there any specific class requirements (course materials, clothing requirements, etc.)?

Holidays/Skip Dates: \_\_\_\_\_ Allow prorated classes: Yes / No

Proposed Percentage: \_\_\_\_\_ District \_\_\_\_\_ / Instructor \_\_\_\_\_ (\*this is a request and is not guaranteed)

Class Fee: \_\_\_\_\_ **Should NOT include ROWRPD fees or additional material fees**

Material/Supply Fee: Yes / No Material/Supply Amount: \_\_\_\_\_

Material Fee Paid to: Instructor at first class meeting / District during registration

Drop-Ins Welcome: Yes / No Drop-In Fees per class: \_\_\_\_\_

Marketing Requests: Flyer: Yes / No Social Media: Yes / No  
 Emailed photos requested to use

**OFFICE USE ONLY**

Received On: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Approved: Yes / No New Independent contractor Interview scheduled: \_\_\_\_\_

Assigned Room: \_\_\_\_\_

Inputted into Activenet Course #: \_\_\_\_\_ GL Account #: \_\_\_\_\_

Forwarded to marketing

NOTES (Denial, etc.): \_\_\_\_\_

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