



Dear Interested Instructor:

The City of Beaumont Community Services Department (CSD) is seeking professionals to teach a variety of classes and we would like to invite you to participate in the CSD contract class program. Staff is currently recruiting instructors to conduct classes to be offered at the Albert A. Chatigny Community Rec Center, local park, or online (virtual classes).

The CSD will promote all contract service classes on the following publications:

- City webpage (i.e. RecDesk)
- Press release to local media
- Social Media platforms
- Future recreation guides

The instructor may conduct any other publication of classes, pending the approval of the CSD.

The CSD will accept and process registrations for all classes. Registration is accepted on a first-come/first-served basis. Instructors are contract employees, who must comply with all applicable laws and regulations, such as:

1. Instructors must provide a social security number or obtain a Federal Tax Identification Number. A Form 1099 will be provided to the instructor at the end of the year.
2. Instructors must include their proposals any charges to students for supplies or require students to obtain their own supplies from a list provided by the instructor.
3. Instructors must be fingerprinted through the City of Beaumont's designated vendor at the Instructor's expense. This includes any instructor/assistant/person that will be involved in the instruction of the classes offered through the CSD.
4. Provide a valid City of Beaumont business license. (Not applicable for online classes)

Compensation for instructors teaching at a City-provided facility or park is based on 70% of the registration received for the class. It is in the best interest to assist the department in getting students for your class, as your compensation is based on the number of students enrolled.

If interested, please complete the attached class proposal application form, and submit applications to the CSD via email to hharwood@beaumontca.gov. Should you have any further questions, please contact us at (951) 769-8524.

Sincerely,

Eileen Rodriguez
Community Services Manager