

Program Proposal Guide

Definition of Contractual Program Instructor

All contractual program instructors (hereinafter instructors) are set up on a mutual agreement basis and a Contractual Instructor Agreement will be renewed every 2 years. The instructor will not be considered a regular employee of The County of Augusta but shall be considered an independent contractor and as such will not be entitled to insurance, sick leave, vacation, retirement, workers compensation or any other employee benefits provided to regular wage employees of the County. The instructor does represent The County of Augusta while teaching programs and is expected to maintain the highest ethical/moral standards while representing themselves and the County in a professional manner.

Program Proposals

The instructor is responsible for outlining all details of the program they wish to instruct and submitting a completed Program Proposal Form for consideration. These details may include, but are not limited to: instructor qualifications, detailed program description with program goals and objectives outlined, program set-up and break-down information, materials provided by the instructor, materials participants or Augusta County Parks and Recreation would need to provide and type of facility space needed.

A parks and recreation staff member (hereinafter ACPR Staff) will be assigned to each instructor to ensure all details are finalized and to coordinate availability and scheduling. All program details must be approved and finalized by ACPR Staff prior to the start of program. Any changes to program information after the initial program must also be presented to ACPR Staff for review prior to implementing these changes into the program.

Flexibility is provided for instructors to set their own program schedule with the days and times that work well for them to teach programs. If there are any conflicts with the date and time the instructor proposes for their program, ACPR Staff will work with them on finding an alternative schedule.

Minimum Qualifications

The instructor must be at least 18 years of age and have experience related to the type of program that they wish to implement. A background check will be required prior to the implementation of your program and will be updated every three years.

Program Submission Deadline

Each Activity Guide takes months of preparation to put together, so our planning process starts early. All program proposals must be submitted by the deadline listed below. This will allow the Recreation Manager and ACPR Staff the necessary time to review the program proposal, market the program and allow ample time for participant

registration. All program proposals submitted after the listed deadline will be reviewed for the following season. Submitting a Program Proposal Form or meeting with ACPR staff does not guarantee selection as an instructor.

Deadlines for Program Proposal Forms to be received are listed below. Please note, these deadlines are subject to change.

Activity Guide	Proposal Deadline
Winter/Spring	August 1
Summer/Fall	December 1
Fall/Winter	April 1

Facilities Available

For program space we have access to several classrooms and a dance/exercise space at the Augusta County Government Center in Verona. There is also green space at our parks located throughout the County. Programs may also be able to be held in several Augusta County Schools in the gym or cafeteria. When using a school we are limited to offering programs after 6 p.m. on the weekday but the times are more flexible on the weekend. Please note that we do share the school space with afterschool activities, such as school functions and youth athletics, so during certain times of the year some schools may not have space to host our programs. The best facility to use would depend on what type of space an instructor would need to teach the program.

Fees and Payment

As a recreation department, we like to keep program costs reasonable and affordable for participants. A mutually agreed upon per person fee will be established for each program an instructor implements. Payment for services rendered will be received after the completion of the program. Taxes are not withheld from instructor paychecks; however; if instructors earn over \$600 a year, they will receive a 1099 form at the end of the year.

Program Marketing

Augusta County Parks and Recreation distributes three seasonal Activities Guides each year to Augusta County residents. Each guide includes all activities, programs, trips and events offered by the department during that season. In addition to the activity guide, we also utilize social media and a monthly e-newsletter to highlight upcoming activities. It is beneficial for instructors to advertise and assist in the promotion and enrollment efforts of their program by any means at their disposal, including social media accounts, with prior approval of ACPR Staff.

American with Disability Act (ADA)

Instructors for the department will not discriminate participants because of race, creed, color, sex, religion, national origin, age or disability. Augusta County Parks and

Recreation adheres to the Americans with Disability Act's standards and requirements. Reasonable accommodations must be made for anyone to participate in any activity offered through the department. If a participant requests assistance to participate in a program, ACPR Staff will work with the instructor to coordinate this assistance.

How are activities selected?

Our Recreation Manager and other programming staff review proposals. Selection depends on several factors, but staff attempts to choose unique programs that will meet a need in the community. Our goal is to provide an array of activities that allow citizens to peruse hobbies and interests, physical fitness and educational topics to enrich their lives.

When will someone contact me if my program has been selected?

If your program has been selected, ACPR Staff will be in touch with you within a month of the season deadline. At that time, an in person meeting will be scheduled to discuss the details of your program and logistics such as days, times and location, your background related to the type of program you want to offer and the department's expectations for our instructors. Paperwork, including a Background Check Release Form, W-9 and Contractual Instructor Agreement, will also be provided during this meeting.

Questions

If you need additional information or have questions, please contact Joyce Johnson at 540-245-5727 or email jjohnson@co.augusta.va.us.