



Cameron Park Community Services District
2502 Cameron Park Dr, Cameron Park, CA 95682
530-677-2231 | cameronpark.org

Instructor FAQ

Share your skills. Inspire your community.

Who can become an instructor?

Anyone with the skills, experience, and professionalism to lead classes for youth, teens, adults, or seniors. From arts and crafts to fitness and specialty education — we welcome your talent!

How do I apply?

First, submit a completed Class Proposal Form to the Recreation Department for review.

If your class is approved, you will need to submit a Contractor Agreement for Recreation Services to the Recreation Department. Include all class details, fees, schedule, and facility needs.

What documents are required?

- Contractor Agreement for Recreation Services
- W-9 Form
- Fingerprint clearance (if applicable)
- ***Proof of liability insurance***
- Certification letter for fingerprinted assistants/volunteers
- Class description for promotion

Do I need insurance?

Yes. Liability Coverage is required and must include:

- \$1,000,000 General Liability
- \$1,000,000 Auto Liability (if transporting participants)
- Workers' Compensation (if you have employees)
- You **must** list Cameron Park CSD as additional insured and provide a copy of the Certificate of Insurance showing this.

How am I paid?

- CSD Facility: 60% Instructor / 40% CSD
- Your Facility: 70% Instructor / 30% CSD
- Payment is made within 30 days after your last class for the session.



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What does CSD provide?

We'll handle class registration, collect fees, promote your class in our activity guide and website, and send you a roster 5 days before class begins.

What are my responsibilities?

- Deliver professional, high-quality instruction
- Provide your materials and equipment
- Do your part to promote your program to the public.
- Keep in touch with the Recreation Department
- Leave facilities clean and secure; follow all CSD registration policies
- Report any accidents or injuries immediately

Can I store materials at CSD facilities?

Only with prior written approval. Storage is at your own risk, and an additional waiver may be required.

What about class cancellations?

If minimum enrollment isn't met 5 days before the start, CSD and the instructor will decide whether to cancel.

What is the fingerprinting policy?

If you teach on CSD property or with anyone under 18, DOJ fingerprint clearance is required before your first class. The District covers this cost for you as the instructor; any additional instructors for your class must be fingerprinted, and you must certify that they are fingerprinted and have passed.

How do I terminate my contract?

- **Instructor:** 30 days' written notice (must finish any prepaid classes)
- **CSD:** 15 days' written notice or immediate termination for cause