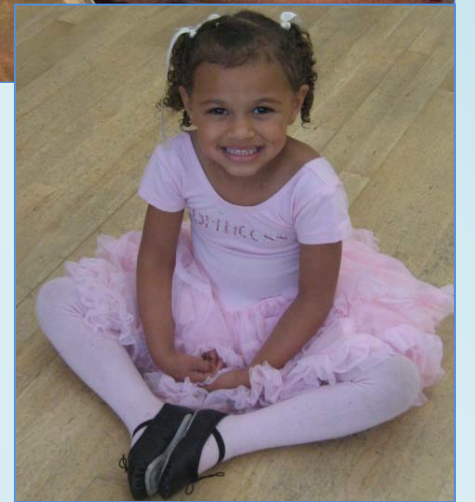




Instructor Policy Manual

City of Sacramento

Youth, Parks, & Community Enrichment



City of
SACRAMENTO
Youth, Parks, & Community Enrichment

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Welcome!

The City of Sacramento, Youth, Parks, & Community Enrichment offers a variety of classes, workshops, seminars and activities. We would like to thank you for your interest in contributing your knowledge and expertise to enrich the lives of others in our community. Your participation and involvement will complement the diversity of our programming and contribute to the overall success of the programs.

The information in this manual is intended for current Contract Instructors and those who are interested in becoming a Contract Instructor. The manual is a resource of information related to teaching a “fee”based class.

Why teach a Class for the City of Sacramento?

We are committed to improving the quality of life by providing recreation and leisure experiences in our community. What can we offer you as an Instructor? Here are just a few features that our department can offer you:

- The City has great facilities. We have classroom facilities, auditoriums and parks available for recreation classes. These facilities are maintained to assure the comfort of instructors and participants.
- The City will place your class description in our Recreation Catalog, which is available to customers throughout the city, two (2) times a year. In addition to our catalog, your class will be listed on our Online Registration page, which receives 300,000 web hits annually.
- The City uses a computer registration system called “ActiveNet” registration system. This allows us to maintain facility reservations for your class and to process registrations in an efficient manner. Instructors receive attendance reports, waitlist reports, and we maintain the database to provide participant contacts from all classes. The system automatically reserves spots for waitlist participants when a cancellation in a class occurs. We accept cash, checks, and all major credit cards. We offer registration through four (4) easy customer friendly ways including: online registration, mail, fax, or in person.

Contact Email: LeisureEnrichment@cityofsacramento.org

Print Catalog Sessions



Spring/Summer

April 1st – September 30th

Fall/Winter

October 1st - March 31st



Electronic Catalog Submission Deadlines

Winter/Spring 1/3-4/29: Class Proposals must be submitted by 11/22 (6 weeks prior to the season) to be included in the catalog.

Summer 5/2-9/2: Class Proposals must be submitted by 3/21 (6 weeks prior to the season) to be included in the catalog.

Fall/Winter 9/5/-12/31: Class Proposals must be submitted by 7/25 (6 weeks prior to the season) to be included in the catalog.

How to Become a Contract Instructor

Instructors are hired on a contractual basis. In order to become a Contract Instructor for the City of Sacramento, a potential instructor must first do the following:

- Submit an electronic Instructor Application Form on Submittable: [Application Link](#)

Once you have submitted your Instructor Application, the Class Coordinator will contact you and serve as your primary point of contact for the processing of your class proposal. They will review your instructor application and notify you if the City would like to proceed with the class. If the City decides to proceed, the potential instructor will sign a "Recreation Services Contract" to become a "Contract Instructor".

Before the City of Sacramento can enter into the Recreation Services Contract, the following documents must be obtained from a potential instructor:

- **A copy of photo identification:** California Driver's License or I.D. card
- **Criminal Background Check:** Contractors and all of their employees and volunteers which will have supervisory or disciplinary authority over minors, or will have direct contact with minors, are required to be fingerprinted and checked for certain types of criminal convictions before providing services under this Contract per California Public Resources Code Section 5164 and California Education Code Section 10911.5. It is the City's policy to also check recreation instructors and their employees and volunteers for criminal convictions if they will have direct contact with older adults or the disabled. Contractors and their employees and volunteers shall submit to being fingerprinted by the City, and City shall incur the costs for fingerprinting and the criminal conviction review by the State Department of Justice.
- **Business Operations Tax (BOT) Certificate:** A City of Sacramento BOT Certificate is required to sell, expose for sale, or offer for sale any goods, wares, or merchandise in the City of Sacramento. The cost of a BOT is \$35. Applications can be obtained from the Revenue Department located in City Hall, at 915 I Street on the 1st Floor.
- **Workers' Compensation and Employer's Liability:** Before contractors hire employees to assist in performing services under their contract, they shall obtain Workers' Compensation and Employer's Liability insurance as required under the California Labor Code, with limits of at least \$1 million per accident. If contractors arrange for volunteers to assist in performing services under their contract, they shall obtain a release of liability waiver from its volunteers, which release shall also extend to and name the city.
- **Insurance:** If insurance is required for your class, the City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.

CLASS FEES

The Contract Instructor and Class Coordinator will determine a mutually agreed upon class fee. Your Class Coordinator will provide assistance on current market conditions.

All registration fees are collected and deposited by the City of Sacramento. Your Recreation Services Contract is designed as a 70/30 split. As a Contract Instructor, you will receive 70% of all class revenue and the City will retain 30% of the total fees collected from your class (including registration fees and/or late fees). Any equipment or material fees may be paid by students directly to the instructor.

INSTRUCTOR PAYMENT

The City's policy provides for payment after receipt of services; therefore, advance payments are not possible. After the completion of each class period, your class coordinator will send you a copy of your final enrollment roster. Within seven (7) days from this date, you are responsible for submitting an invoice for 70% of fees collected. The City will pay each invoice within thirty (30) days from submission if all required supporting documentation is provided with the invoice, including, without limitation, class rosters. Please see attached invoice sample on page 17.

Contractor invoices must match the City's enrollment roster (see sample on page 18). Invoices that include students who have not yet paid will be delayed until all students have made payment to the City. It is the contractor's responsibility to make sure all students attending class have made payment, prior to receiving services.

The City of Sacramento will not withhold money for social security or federal income tax. Annual payments to the "Contract Instructor" from the City in excess of \$600 will be reported to the Internal Revenue Service. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.

REGISTRATION

Participants must pre-register for all classes. Registrations are processed on a first-come, first-served basis by the City of Sacramento. No registrations may be taken by the instructor. There are (4) four quick and easy ways to register for classes:

1. On-line Registration: Participants may go to www.cityofsacramento.org/YPCE to register online.
2. Mail: Participants may mail completed registration forms to:

Reservations Office
4623 T Street, Suite B
Sacramento, CA 95819

3. Fax: Participants may fax completed registration forms to (916) 454-3956.
4. In Person: Participants may register in person at any of the locations listed below:

Coloma Community Center, 4623 T Street, 8am–6pm, Mon-Fri

South Natomas Community Center, 2921 Truxel Road 8am–6pm, Mon-Fri

Pannell Meadowview Center, 2450 Meadowview Road 8am-6pm, Mon-Fri

Belle Cooledge Center, 5699 S Land Park Drive, 9am-5pm, Tues-Fri



ABSENCES, SUBSTITUTES, REFUNDS & CLASS CANCELLATIONS

- A. **Absences:** If an instructor is ill or unable to meet with his/her class, the instructor must notify the facility where the class is scheduled. If the class is scheduled in a park or at an unstaffed facility, the instructor must notify the Class Coordinator. It is the Instructor's responsibility to notify students of a class cancellation of this nature.
- B. **Substitutes:** If an instructor has made arrangements for a substitute, your Class Coordinator must be notified. All substitutes must be approved. Substitutes who are not Contract Instructors with the City of Sacramento, must submit an Instructor Application and receive fingerprint clearance prior to instructing.
- C. **Refunds/Withdrawals:** Refunds, transfers, and withdrawals are subject to approval by the Leisure Enrichment contractor prior to an activity start date. A request for a refund or transfer will not be accepted after an activity has started, except in the case of the participant's illness. Funds will be refunded within 21 business days less a \$5 processing fee per person, per activity.
- D. **Class Cancellations:** The City of Sacramento reserves the right to cancel, combine or divide classes; to change the time, date or place of classes; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If the Department of Parks and Recreation cancels your class, the Department will notify students, and issue any necessary refund.

CLASS SCHEDULING

Instructors are responsible for submitting class schedules annually. Staff will attempt to accommodate instructor's schedule request.

The City of Sacramento observes the following Holidays; please keep them in mind when programming your classes as they may affect your schedule:

New Year's Eve	Cesar Chavez Day	Veterans' Day
New Year's Day	Memorial Day	Thanksgiving and day after
Martin Luther King Day	Independence Day	Christmas Eve
Presidents' Day	Labor Day	Christmas Day

HOW TO SUBMIT A CLASS REQUEST FORM

All new instructors must submit a Instructor Application Form which now has the old Class Request Form integrated. Returning instructors are only required to submit a new Class Request Form in the event of major class changes, or for the addition of a new program. Submitting a request does not guarantee that your class will be accepted into the program. There is no exclusivity to instructors or the classes they teach.

The Class Request Form is now consolidated into the initial application and is required for each class you wish to teach. The following information is required on the Leisure Enrichment application:

- **Class Title:** Class titles should be creative and non-descriptive. You want the reader to become curious about the class and continue reading.
- **Class Description:** Discuss what the class is about. Include topics of discussion and what will be learned by the participant. Descriptions should be informative but not give away all the information covered in the class. Most important, the description should be short, concise and to the point. Your written description will be used to sell your program to the public in our Recreation Catalog. Class description may be up to 65 words.
- **Dates/Time:** You must include the dates and time of your proposed class (be specific). This information will be used to check facility availability.

Classes for which the Department will not accept proposals for are as follows:

- Programs that are similar to programs we currently offer (please review the Recreation Catalog available online at www.cityofsacramento.org)
- Programs we have offered in the past that have been cancelled, unless you can show that you have the necessary number of participants who are interested.

CLASS TIMES

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised.

FACILITY USAGE

All Contract Instructors using City of Sacramento facilities are allowed to set-up their classrooms 15 minutes prior to the start of their class. The room must always be left in the condition in which it was found. This means instructors must clean up any materials (art supplies, paper, etc.) after the class ends.

CHECKING YOUR CLASS ENROLLMENT

You can inquire about your enrollment at any time. Your Class Coordinator can be reached through email at LeisureEnrichment@cityofsacramento.org. Instructors can also check their class enrollment on-line at www.cityofsacramento.org/YPCE through the online instructor portal called [Active Net](#).

All participants are required to register for programs prior to the start of the first class. Participants who are not included on the pre-enrollment roster and cannot provide proof of payment must not be allowed to attend class.

PROMOTING YOUR CLASS

All advertisement materials to promote your classes must be approved by your Class Coordinator. All advertisement must include "Sponsored by the City of Sacramento, Youth, Parks, & Community Enrichment", our logo, and our contact number for registration (916) 808-6060.

- **Advertisements:** There are several excellent weekly papers which offer low cost advertising for local businesses.
- **Special Events:** Youth, Parks & Community Enrichment offers many special events. With prior approval, instructors are welcome to provide demonstrations, participate as artists, or hand out flyers at Department events. Contact your Class Coordinator to arrange your attendance at an event.
- **On the internet:** Develop your own website or social networking page. Contact your local internet provider for information on how to create a site. Most internet companies provide free web space as part of their service.
- **Promotion by Youth, Parks, & Community Enrichment:** We will place your description in our Recreation Catalog. Additionally, your class description will also be listed on our Department On-line Registration web page.

ACCIDENTS/INCIDENT REPORTS

All accidents and incidents must be reported, no matter how minor they may appear. If you are in a facility that has City of Sacramento staff present, it is the staff's responsibility to report and prepare an incident report. If you are in an unstaffed facility, please follow the procedures listed below:

- Act calmly, promptly and effectively;
- Prepare an incident report immediately while the patron is still under your care. All accidents on the grounds shall be reported, whether or not witnessed by the Contract Instructor.
- Forward the completed Incident Report to your Class Coordinator within 24 hours.
- Incident Reports will be provided to instructors with their class packet.

EMERGENCIES

Fire Alarm/Bomb Threat

- Clear the area in an orderly manner, use class roster to account for participants;
- DO NOT re-enter the building until appropriate personnel give you permission to do so;
- In case of evacuation where participants are unable to return to the building, make sure participants less than 18 years are held in a safe area until a guardian can pick the minor up.

Earthquake

- Stay indoors, get under a desk, table or strong doorway;
- Watch for falling, sliding or swaying objects, stay clear of all windows and glassdoors;
- After earthquake clear the area, use class roster to account for participants;
- DO NOT re-enter the building until appropriate personnel give you permission to do so;
- In case of evacuation where participants are unable to return to the building, make sure participants less than 18 years are held in a safe area until guardian can pick the minor up.

Medical Emergency

- Locate a phone and call 911, or if using a cell phone call (916) 732-0100
- Certified individuals should administer immediate first aide.

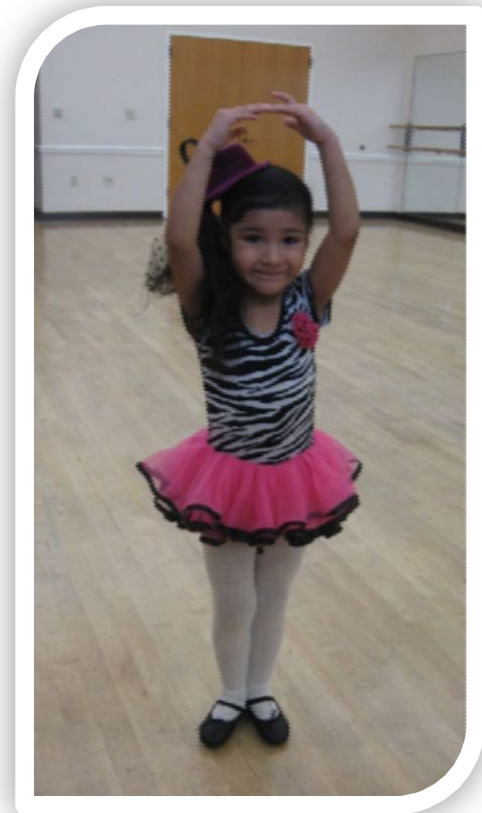
AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the City of Sacramento to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with vision, or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result. Barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out without much difficulty or expense). If not, alternative methods of providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

HARASSMENT IN THE WORKPLACE

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency. The City of Sacramento has a strong policy against any form or type of harassment to any person. It is important for all persons to recognize that harassment based on any of the protected characteristics or race, color, religion, sex age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal.



Questions? For more information on offering recreational classes through the City of Sacramento, please email LeisureEnrichment@cityofsacramento.org

CITY OF SACRAMENTO
Department of Youth, Parks, & Community Enrichment

RECREATION SERVICES CONTRACT
_____ CLASSES

THIS CONTRACT is made and entered into on _____, 2020 between the City of Sacramento (CITY), a municipal corporation, and _____ an individual OR insert type of legal entity (CONTRACTOR). It is mutually agreed between the Parties as follows:

1. SERVICES. CONTRACTOR shall provide services as described in Exhibit A. CONTRACTOR represents and warrants that CONTRACTOR has the requisite experience and qualifications to provide such services to the public.
2. TERM. The term of this Contract shall commence as of _____ and extend through _____.
3. PAYMENT. CITY shall pay CONTRACTOR for services rendered at the rate and in the manner specified in Exhibit B. The total consideration payable to CONTRACTOR under this Contract shall not exceed \$ _____ annually based on a fiscal year, and not to exceed \$ _____ for the term of this Contract.
4. MATERIALS AND EQUIPMENT. Contractor shall provide all materials and equipment needed to provide the services under this Contract.
5. FACILITIES. CITY will allow use of its facilities listed in Exhibit C at no cost to CONTRACTOR in consideration for CITY retaining a portion of the class registration fees as set forth in Exhibit B.
6. LICENSES AND PERMITS. CONTRACTOR represents and warrants to CITY that CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Contract any applicable licenses, permits, or approvals which are legally required for CONTRACTOR to practice its profession, including a CITY business operation tax certificate.
7. CRIMINAL BACKGROUND CHECK. CONTRACTOR and all of its employees and volunteers which will have supervisory or disciplinary authority over minors, or will have direct contact with minors, are required to be fingerprinted and checked for certain types of criminal convictions before providing services under this Contract per California Public Resources Code Section 5164 and California Education Code Section 10911.5. It is the CITY's policy to also check recreation instructors and their employees and volunteers for criminal convictions if they will have direct contact with older adults or the disabled. CONTRACTOR and its employees and volunteers shall submit to being fingerprinted by the CITY, and CITY shall incur the costs for fingerprinting and the criminal conviction review by the State Department of Justice.

If any at time after the criminal conviction review process has been completed, CONTRACTOR or any of its employees or volunteers is arrested for a felony or

misdemeanor involving moral turpitude, CONTRACTOR shall immediately notify the CITY Coordinator listed in Section 16. CITY may suspend the right of such person(s) to continue to provide services under this Contract until the charges are dismissed or there is a settlement or conviction, and CITY may terminate this Contract in lieu of suspension at its sole discretion.

8. INSURANCE. If CONTRACTOR is an individual who does not carry general liability insurance for his or her work as a recreation instructor, in that event the obligation to obtain and maintain a minimum of \$1 million in general liability insurance coverage is waived. If CONTRACTOR does carry general liability insurance, CITY shall be named as an additional insured. If CONTRACTOR is a legal entity, \$1 million in general liability insurance coverage is required under this Contract and CITY shall be named as an additional insured.

No Workers' Compensation insurance shall be required if CONTRACTOR completes the following certification:

"I certify that my business has no employees, and that I do not employ anyone. I am exempt from the legal requirements to provide Workers' Compensation insurance." _____ (CONTRACTOR initials)

Before CONTRACTOR hires employees to assist CONTRACTOR in performing services under this Contract, CONTRACTOR shall obtain Workers' Compensation and Employer's Liability insurance as required under the California Labor Code with limits of at least \$1 million per accident.

If CONTRACTOR arranges for volunteers to assist CONTRACTOR in performing services under this Contract, CONTRACTOR shall obtain a release of liability waiver from its volunteers, which release shall also extend to and name CITY.

9. INDEPENDENT CONTRACTOR. At all times during the term of this Contract, CONTRACTOR shall be an independent CONTRACTOR and shall not be an employee of the CITY. CITY shall have the right to control CONTRACTOR only insofar as the results of CONTRACTOR's services and shall have no right to control the means by which CONTRACTOR accomplishes services rendered pursuant to this Contract. CONTRACTOR shall indemnify the CITY against any liability arising out of an allegation or finding that CONTRACTOR is not an independent CONTRACTOR.
10. CONTRACTOR NOT AGENT. It is understood and agreed that this Contract shall not create a relationship between CITY and CONTRACTOR of employer-employee, joint venture, partnership, or any other relationship of association. Except as CITY may specify in writing, CONTRACTOR shall have no authority, express or implied, to act on behalf of CITY in any capacity whatsoever as an agent, or to bind CITY to any obligation.
11. ASSIGNMENT PROHIBITED. No party to this Contract may assign any right or obligation pursuant to this Contract. Any attempt or purported assignment of any right or obligation pursuant to this Contract shall be void and of no effect.

12. NONDISCRIMINATION. CONTRACTOR shall not discriminate against any person because of his or her race, color, national origin, religion, sex, age, disability, medical condition, marital status or sexual orientation in any activity for which CONTRACTOR is providing instruction or services under this Contract.
13. TERMINATION. Either party shall have the right to terminate this Contract at any time by giving written notice of such termination to the other party, which notice shall specify the date of termination. In the event CITY issues a notice of termination, CONTRACTOR shall immediately cease rendering services under this Contract. CITY shall pay CONTRACTOR on a pro-rated basis for the services actually and satisfactorily performed CONTRACTOR prior to the date of termination.
14. INDEMNIFICATION. CONTRACTOR shall fully defend, indemnify, and save harmless, CITY, its officers, employees, agents, and volunteers (collectively "Indemnitees") from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by CITY staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities), to which any or all of them may be subjected, as a direct or indirect result of the activities of CONTRACTOR under this Contract, whether or not such Liabilities are litigated, settled or reduced to judgment, but excluding Liabilities resulting from the sole negligence or willful misconduct of Indemnitees. The existence or acceptance by CITY of any insurance coverages required by this Contract shall not affect any rights CITY may have under this section. The provisions of this section shall survive the expiration or termination of this Contract.
15. RISK OF INJURY. As set forth above, CITY does not insure CONTRACTOR against liability for injury to third parties resulting from an act or omission of CONTRACTOR in performance of services under this Contract. CONTRACTOR is not entitled to benefit from any CITY insurance coverages. CONTRACTOR is providing the services as an independent contractor at his or her own risk of injury. CONTRACTOR assumes all risks and releases CITY from any liability for such injuries and related damages, including damage to CONTRACTOR's personal property.

16. COORDINATOR. The CITY's Coordinator for this Contract shall be as follows:

Jonathan Phillips
Department of Youth, Parks, & Community Enrichment
4623 T Street, Suite B
Sacramento CA 95819
(916) 808-6044 or (916)224-8052
E-mail: JPhillips@cityofsacramento.org

The CONTRACTOR's Coordinator for this Contract shall be as follows:

Instructor Name
Instructor address
Instructor Phone #
instructoremail@email.com

- 17. NO THIRD-PARTY BENEFICIARY. Nothing contained in this Contract is intended, nor shall this Contract be construed, as an agreement to benefit any third parties.
- 18. ENTIRE AGREEMENT. This Contract constitutes the entire agreement, and supersedes any prior written or oral agreements, between the Parties with respect to the matters contained herein.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be duly executed as of the day and year stated above.

CITY:

CONTRACTOR:

By: _____

By: _____

Mario Lara, Director
 Youth, Parks, & Community
 Enrichment Department
 For Howard Chan, City Manager

CITY Business Operation Tax
 Certificate Number: _____

APPROVED AS TO FORM

By: _____

Senior Deputy City Attorney

ATTEST:

By: _____

Assistant City Clerk

**A BOTC Number is required
 for all paid instructors.
 Volunteers will denote N/a
 on this line.**

EXHIBIT A
SERVICES

CONTRACTOR shall provide the CITY with _____ classes for youth and adults, to be known as the “ _____,” as follows:

1. The Parties anticipate that the following public classes will be provided under this Contract during each calendar quarter. The date and location of each class is subject to mutual agreement by both Parties. Additional types of classes may be added, subject to the approval of the Parties, and if at least 10 business days advanced notice is provided to CITY. At least 60 days advanced notice is required for inclusion of the dates of the classes in CITY’s “Come Out and Play” publication, and subject to printing deadlines for each publication.
2. CONTRACTOR and CITY shall mutually determine the minimum number of registrants required to conduct each class.
3. Class rosters based on the registrations received shall be provided by CITY to CONTRACTOR after the registration deadline, but at least two days prior to the date each class is to start. The CONTRACTOR shall maintain accurate attendance records of the persons participating in each class.
4. CONTRACTOR shall supply materials and equipment as may be necessary for conducting each class. The costs for procuring such items shall be at CONTRACTOR’s sole cost.
5. If CONTRACTOR desires to provide food or beverages to class participants, CONTRACTOR is prohibited from charging fees for the sale of such items.

EXHIBIT B
COMPENSATION

CONTRACTOR shall be compensated for services rendered under this Contract as follows:

1. Billable Rates: CITY shall pay CONTRACTOR 70% of the registration fees collected by CITY for each class, excluding any fees subject to refund.
2. Registration Fees. The amount of the class registration fee per individual shall be recommended by CONTRACTOR, but CITY shall determine the fee for each public class. CONTRACTOR is strictly prohibited from collecting registration fees on CITY's behalf. Violation of this policy shall result in termination of this Contract.
3. Invoice and Payment: CONTRACTOR shall submit an invoice within seven (7) days after completion of each class period. The invoice shall reference the date, location, and type of class. CITY will pay each invoice within thirty (30) days from submission if all required supporting documentation is provided with the invoice, including, without limitation, class rosters.

EXHIBIT C
FACILITIES TO BE PROVIDED BY CITY

1. Reservation. Subject to submitting a facility reservation request and any prior reservations, CITY shall make available the following CITY facilities for use by CONTRACTOR:
 - A. Coloma Community Center
 - B. Jamestown Room
 - C. Monday, Wednesday, and Friday
 - D. 6:00pm – 7:00pm
2. Facility Condition. CITY shall not be obligated to prepare the facilities reserved by CONTRACTOR so that they are ready for use.
3. CITY Equipment. If CITY provides CONTRACTOR with any CITY materials, keys or other equipment needed for use of the CITY facility, CONTRACTOR shall return those borrowed items in good working order and cleaned, so as they may be immediately reissued to another facility user. All borrowed items shall be returned within 72 hours of the completion of each class course.

Invoice

An invoice must include the date, an invoice number you have created, and your purchase order number.

Juliette Harris
 123 Street Name
 Sacramento, ca 95822
 (555)555-5555
 instructoremail@email.com

The name and address on your invoice should match the information on your W-9.

Date: 4/1/2019
 Invoice #: JHMar2019
 PO #: 45839

Invoice # needs to be First Letter of First & Last Name, First 3 letters of Month, and the year (YYYY)

Bill To:
 City of Sacramento
 Sacramento, Ca 95814
 915 I Street, 3rd Floor
 Sacramento, Ca 95814
 apinvoices@cityofsacramento.org

DESCRIPTION	Total	Paid	Balance
Painting 101 - March 2019	\$ 70.00	\$ -	\$ 70.00
Total Balance	\$ 70.00	\$ -	\$ 70.00

Please be as detailed as possible with your course description, including course numbers, type of class, and class dates.

The total amount should match your Instructor Payment Due Report.

The Balance amount should match the Total and your Instructor Payment Due Report.

“Invoice and Payment CONTRACTOR shall submit an invoice within seven (7) days after completion of each class period. The invoice shall reference the date, location, and type of class. CITY will pay each invoice within thirty (30) days from submission if all required supporting documentation is provided with the invoice, including, without limitation, class rosters.”

Invoice - Sample

Instructor Payment Due Report

Apr 1, 2019
10:24 AM

Instructor: Juliette Harris
Activity Start Date: From Mar 1, 2019 To Mar 31, 2019

Instructor: Harris, Juliette

Primary Phone: (555)555-5555

123 Street Name,
Sacramento, Ca 958199

Instructor ID:
SSN:

Activity Information					Sessions	General Hours		Up-front	Ongoing
Activity Name - Number Season	# E	# D	# I	Key Fees All Fees	Attended Absent	Attended Absent	Prep. H s.	Preparati on	
Painting101_Coloma -- #12378 Fall/Winter 2019-2020		5		\$25.00 \$25.00	1 0 1	1.0000 0.0000 1.0000	0.0000	0.0000	
			0	\$0.00					
			All Fees Total: \$25.00						
General Payroll									
% All Fees					70% * All Fees Collected:	\$25.00 =		\$17.50	
					General Payroll Subtotal:			\$17.50	
Up-front Preparation Payroll					=	\$0.00			
Ongoing Preparation Payroll					=	\$0.00			
Total Owed for Activity:							\$17.50		
- Total Paid for Activity:							\$0.00		
= Balance Due for Activity:							\$17.50		

Activity Information					Sessions	General Hours		Up-front	Ongoing
Activity Name - Number Season	# Enrollees	# Drop-Ins	Key Fees All Fees	Instructor Role	Attended Absent	Attended Absent	Prep. Hrs	Preparati on	
Painting101_Coloma -- #12529 Fall/Winter 2019-2020		6	\$30.00 \$30.00		1 0 1	1.0000 0.0000 1.0000	0.0000	0.0000	
			0	\$0.00					
			All Fees Total: \$30.00						
General Payroll									
% All Fees					70% * All Fees Collected:	\$30.00 =		\$21.00	
					General Payroll Subtotal:			\$21.00	
Up-front Preparation Payroll					=	\$0.00			
Ongoing Preparation Payroll					=	\$0.00			
Total Owed for Activity:							\$21.00		
- Total Paid for Activity:							\$0.00		
= Balance Due for Activity:							\$21.00		

Activity Information					Sessions	General Hours		Up-front	Ongoing
Activity Name - Number Season	# Enrollees	# Drop-Ins	Key Fees All Fees	Instructor Role	Attended Absent	Attended Absent	Prep. Hrs.	Preparati on	
Painting101_Coloma -- #12530 Fall/Winter 2019-2020		7	\$35.00 \$35.00		1 0 1	1.0000 0.0000 1.0000	0.0000	0.0000	
			0	\$0.00					
			All Fees Total: \$35.00						
General Payroll									
% All Fees					70% * All Fees Collected:	\$35.00 =		\$24.50	
					General Payroll Subtotal:			\$24.50	
Up-front Preparation Payroll					=	\$0.00			
Ongoing Preparation Payroll					=	\$0.00			
Total Owed for Activity:							\$24.50		

Instructor Payment Due Report

Instructor: Juliette Harris

Activity Start Date: From Mar 1, 2019 To Mar 31, 2019

- Total Paid for Activity:	\$0.00
= Balance Due for Activity:	\$24.50

Activity Information				Instructor Role	Sessions		General Hours		Ongoing Preparation
Activity Name - Number Season	# Enrollees	# Drop-Ins	Key Fees All Fees		Attended	Absent	Attended	Absent	
Painting101_Coloma -- #12531 Fall/Winter 2019-2020	2		\$10.00		1		1.0000		0.0000
			\$10.00		0		0.0000		
					1		1.0000		
		0	\$0.00						
		All Fees Total:	\$10.00						
General Payroll									
% All Fees		70% *	All Fees Collected:		\$10.00	=			\$7.00
					General Payroll Subtotal:				\$7.00
Up-front Preparation Payroll		=	\$0.00						
Ongoing Preparation Payroll		=	\$0.00						
					Total Owed for Activity:				\$7.00
					- Total Paid for Activity:				\$0.00
					= Balance Due for Activity:				\$7.00

Grand Total Owed for Harris, Juliette:	\$70.00
Grand Total Paid for Harris, Juliette:	\$0.00
= Grand Total Balance Due for Harris, Juliette:	\$70.00

Activity Roster (Brief with Payment)

Painting101_Coloma - 12378

Dates: Apr 1, 2019 to Apr 30, 2019	Season: Fall/Winter 2019-2020	Ages: 10Yr to Unlimited
Time: 6:45 PM to 7:45 PM	Term:	Enroll Min/Max: 1 to 70
Weekdays: Tu	Site: Coloma Community Center	Enrolled: 5
Type: Activity	Location: CCC - Auditorium	WaitList: 0
Activity Category/Age Category: Fitness / All Ages		Holds: 0
Instructor(s): Juliette Harris		Team Placeholders: 0
		Total: 5
		Open: 65

ROSTER Transactions Shown Only

#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Secondary Phone	Receipt #	Tot Fee	Tot Paid	Due	Area
						1st Contact Name	1st Contact Phone					
1	Chau, Lorianne	AN	1	19.10	F			1007044.002	\$5.00	\$5.00	\$0.00	
2	Green, Julianna	AN	1	19.10	F			1007046.002	\$5.00	\$5.00	\$0.00	
3	Kirk, Julie	AN	1	19.10	F			1007048.002	\$5.00	\$5.00	\$0.00	
4	Stem, Sandra	AN	1	19.10	F			1007045.002	\$5.00	\$5.00	\$0.00	
5	Thomas, Debra	AN	1	19.10	F			1007047.002	\$5.00	\$5.00	\$0.00	

Activity Roster (Brief with Payment)

Painting101_Coloma - 12529

Dates: Apr 1, 2019 to Apr 30, 2019	Season: Fall/Winter 2019-2020	Ages: 10Yr to Unlimited	
Time: 6:45 PM to 7:45 PM	Term:	Enroll Min/Max: 1 to 70	Enrolled: 6
Weekdays: Tu	Site: Coloma Community Center	WaitList: 0	Holds: 0
Type: Activity	Location: CCC - Auditorium	Team Placeholders: 0	
Activity Category/Age Category: Fitness / All Ages			Total: 6
Instructor(s): Juliette Harris	Open: 64		

ROSTER Transactions Shown Only

#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Secondary Phone	Receipt #	Tot Fee	Tot Paid	Due	Area
						1st Contact Name	1st Contact Phone					
1	Chau, Lorianne	AN	1	19.10	F			1007115.002	\$5.00	\$5.00	\$0.00	
2	Collin, Laura	AN	1	19.10	F			1007118.002	\$5.00	\$5.00	\$0.00	
3	Green, Julianna	AN	1	19.10	F			1007120.002	\$5.00	\$5.00	\$0.00	
4	Kirk, Julie	AN	1	19.10	F			1007116.002	\$5.00	\$5.00	\$0.00	
5	Stem, Sandra	AN	1	19.10	F			1007119.002	\$5.00	\$5.00	\$0.00	
6	Thomas, Debra	AN	1	19.10	F			1007117.002	\$5.00	\$5.00	\$0.00	

Activity Roster (Brief with Payment)

Painting101_Coloma - 12530

Dates: Apr 1, 2019 to Apr 30, 2019	Season: Fall/Winter 2019-2020	Ages: 10Yr to Unlimited	
Time: 6:45 PM to 7:45 PM	Term:	Enroll Min/Max: 1 to 70	Enrolled: 7
Weekdays: Tu	Site: Coloma Community Center	WaitList: 0	Holds: 0
Type: Activity	Location: CCC - Auditorium	Team Placeholders: 0	
Activity Category/Age Category: Fitness / All Ages			Total: 7
Instructor(s): Juliette Harris	Open: 63		

ROSTER Transactions Shown Only

#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Secondary Phone	Receipt #	Tot Fee	Tot Paid	Due	Area
						1st Contact Name	1st Contact Phone					
1	Chau, Lorianne	AN	1	19.10	F			1007174.002	\$5.00	\$5.00	\$0.00	
2	Collin, Laura	AN	1	19.10	F			1007173.002	\$5.00	\$5.00	\$0.00	
3	Green, Julianna	AN	1	19.10	F			1007176.002	\$5.00	\$5.00	\$0.00	
4	Kirk, Julie	AN	1	19.10	F			1007177.002	\$5.00	\$5.00	\$0.00	
5	Stem, Sandra	AN	1	19.10	F			1007178.002	\$5.00	\$5.00	\$0.00	
6	Thomas, Debra	AN	1	19.10	F			1007175.002	\$5.00	\$5.00	\$0.00	
7	Waterman, Lara	AN	1	19.10	F			1007172.002	\$5.00	\$5.00	\$0.00	

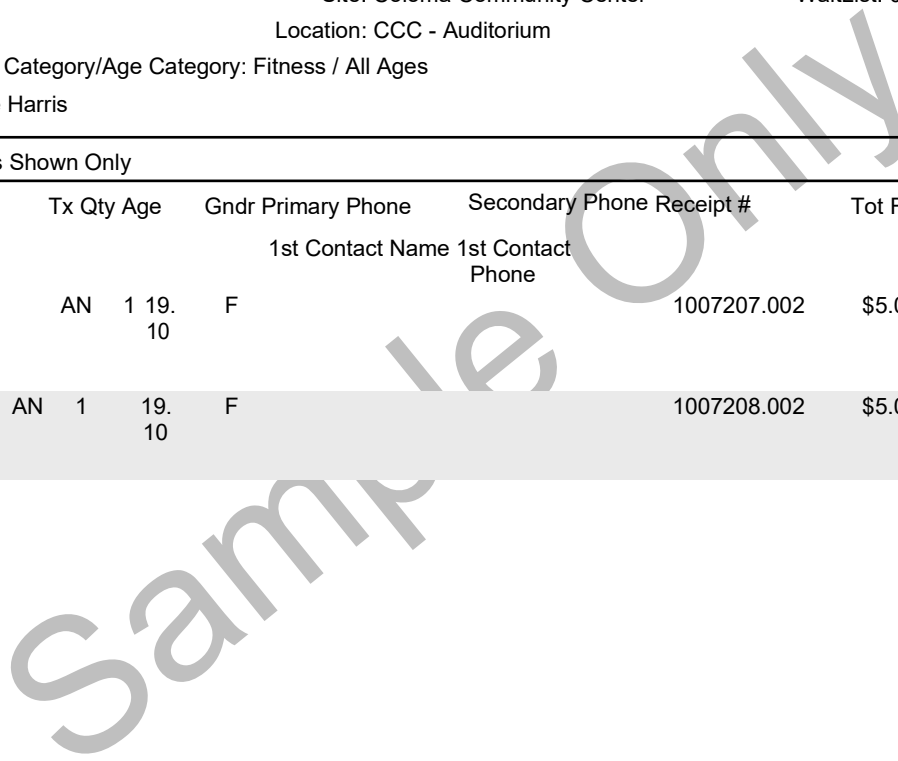
Activity Roster (Brief with Payment)

Painting101_Coloma - 12531

Dates: Apr 1, 2019 to Apr 30, 2019	Season: Fall/Winter 2019-2020	Ages: 10Yr to Unlimited	
Time: 6:45 PM to 7:45 PM	Term:	Enroll Min/Max: 1 to 70	Enrolled: 2
Weekdays: Tu	Site: Coloma Community Center	WaitList: 0	Holds: 0
Type: Activity	Location: CCC - Auditorium	Team Placeholders: 0	
Activity Category/Age Category: Fitness / All Ages			Total: 2
Instructor(s): Juliette Harris	Open: 68		

ROSTER Transactions Shown Only

#	Enrollee Name	Tx	Qty	Age	Gndr	Primary Phone	Secondary Phone	Receipt #	Tot Fee	Tot Paid	Due	Area
						1st Contact Name	1st Contact Phone					
1	Chau, Lorianne	AN	1	19.10	F			1007207.002	\$5.00	\$5.00	\$0.00	
2	Thomas, Debra	AN	1	19.10	F			1007208.002	\$5.00	\$5.00	\$0.00	



AC = Enrollment from team contact payment	AP = Enrollment from ProActive	PH = Deposit with hold
AD = Enrollment from a deposit	AT = Enrollment from a transfer	PN = Deposit with not hold
AH = Enrollment from team place holder	AV = Enrollment from direct	RV = Withdrawal with a refund
AL = Enrollment from lottery	AW = Enrollment from the waitlist	TV = Withdrawal from a transfer
AM = Team place holder enrollment	AY = Enrollment from ProActive with no hold	WA = WaitList with no hold
AN = Normal enrollment	PA = Enrollment from the package	TR = Trial class enrollment
AF = Modify Enrollment	CV = Withdrawal with a credit	RP = Reverse Payment