



City of Santee, Recreation Services  
Recreation Program Proposal Guidelines

Thank you for your interest in providing a recreation class, camp or clinic for the City of Santee, Community Services Department. Program sessions run quarterly: Summer, Fall, Winter and Spring. Classes are typically held within a 10-week session. Please see the current Recreation Activity Guide at [santeerec.com](http://santeerec.com) to review the current program offerings.

Proposals must include:

- Class, camp or clinic you would like to offer - provide class title
- Participant age range (or grade levels)
- Participant minimum and maximum capacity per class
- Ratio of instructors to participants
- Format/Schedule of program (i.e.: one hour, once a week for 8 - 10 weeks or week long camp)
- Days and times of program (list all options that work for your availability)
- Fee per participant and expected contractor compensation
- Additional fees required from program participant (i.e.: uniform or materials fee)
- Participant outcome expectations (i.e.: acquire sports skills, learn self-discipline, create artwork)
- Education, Experience and Qualifications (resume can be attached)
- Facility requirements (i.e.: access to water, carpeted room, TV/DVD player, tables/chairs)
- References from program participants or other agencies
- Reason you would like to offer your program through the City of Santee, Community Services Department
- Your contact information: Address, phone & email address

<u>Session</u>	<u>Program Dates</u>	<u>Proposal Deadline</u>	<u>Program Registration begins</u>
Summer	June - August	February 1	April/May
Fall	Sept - December	July 1	August/September
Winter	January - March	October 15	December
Spring	April - June	January 15	March

Please send proposal to: James Northum, Recreation Coordinator

Email: [jnorthum@cityofsanteeca.gov](mailto:jnorthum@cityofsanteeca.gov)

OR Mail:

City of Santee, Community Services Department  
Attention: James Northum  
10601 Magnolia Avenue  
Santee, CA 92071

OR Fax: (619) 258-4189 Attn: James Northum

Program selections are made based primarily, but not limited to, the following criteria: the activity is required to be recreational in nature; the program reflects a community need or request; applicable certifications and or qualified experience of the instructor; proven success implementing a program in a community based, or similar recreational setting; time and space constraints of available facilities; and currently existing similar community program(s). Your proposal will be reviewed and you will be contacted if additional information is needed or if your program is selected to be considered for upcoming sessions. You may be invited for an interview, possible additional requirements including Liability Insurance and Tuberculosis screening will be discussed. Any questions you may have can be answered at this time. If your program is offered through the City of Santee, Community Services Department an Independent contractor agreement will be implemented. Independent contractors are not City of Santee employees and are required (and all their staff) to clear a Department of Justice background check (fee \$52), have a business license and Tuberculosis screening if working with youth.

If you are not contacted within one month of the above listed proposal deadline your program was not selected for the upcoming session. Your proposal will be kept on file for future consideration.