



Dear Contract Class Instructor,

Thank you for your interest in the City of Diamond Bar's Park and Recreation Contract Class Program. We take pride in providing a wide range of quality recreation programs to the residents of Diamond Bar. It is with the help of our instructors that we are able to provide such a diverse and valuable service to our community.

The Instructor Packet includes; the instructor application, instructor manual, manual policy attachments, proposal forms for all three sessions, supplemental questionnaire, W-9 form, a sample participant waiver, sample certificate of liability insurance, and Business Registration Certificate application. All persons doing business in Diamond Bar must have a business license. Once your class has been approved please take the Business Registration form to City Hall for processing and pay the appropriate fees.

Please read and sign the last page of the instructor manual and complete all required documents. Also, complete one proposal form for each class you plan to teach during each session. Please refer to the class proposal form for due dates and the instructor calendars for holidays and facility closures, which may affect the dates your classes will be offered.

Please contact the Parks and Recreation Department to set up an appointment once you have completed all of the application materials. Please bring all completed materials with you to your appointment. If you have any questions or need assistance with your class proposal(s), please do not hesitate to call.

Sincerely,

City of Diamond Bar  
Parks & Recreation Department  
909-839-7070

**Carol Herrera**  
*Mayor*

**Steve Tye**  
*Mayor Pro Tem*

**Andrew Chou**  
*Council Member*

**Ruth M. Low**  
*Council Member*

**Nancy A. Lyons**  
*Council Member*