

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PROCEDURES FOR PAID INSTRUCTORS PP 13**

The Trailer Estates Park and Recreation District promotes recreational activities and classes. The Board of Trustees may allocate funds for activities and classes requiring paid instructors. Persons or groups may request funding from the District for paid instructors if the following criteria are met:

1. The class or activity must be open to all residents of the District, regardless of membership in a particular group.
2. There must be a minimum requirement of 10 residents participating in the class or activity. The instructor will maintain daily attendance sheets notating residents/non-residents participating. Attendance sheets will be turned in after each class to the office or drop box located at the office. The Health & Welfare Trustee will monitor the attendance sheets and determine the average monthly resident participation. If the average resident participation rate is consistently below 10 the Health & Welfare Trustee may cancel future classes
3. Applications for funding must be submitted to the Health and Welfare Trustee by February 1 of each year in order to be considered for the upcoming budget.

The Health and Welfare Trustee will review the applications, and make recommendation(s) to the Board, based upon the objectives of the class, the instructor's qualifications and cost, current resident/non-resident participation, session length, number of sessions, proposed scheduling dates of sessions, and facility requirements.

When funding is approved by the Board the Health and Welfare Trustee shall be authorized to enter into contracts with instructors up to a maximum of \$100.00 per week for a maximum of 3 hours per week and for a maximum of 15 weeks. Establish set fees for resident and non-resident participation, any Club/Organization sponsorship contributions and verify attendance records. May terminate the contract and discontinue funding for the class or activity if it deviates from the approved application.