

City of Laguna Niguel  
Parks & Recreation Department

# INDEPENDENT CONTRACT INSTRUCTOR HANDBOOK



Parks  
Make  
Life  
Better!

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## **Introduction**

### **Parks and Recreation Department Mission Statement**

To provide a wide variety of innovative, diverse, and inclusive recreation and cultural opportunities which enhance the quality of life for residents of Laguna Niguel.

### **Values**

The City of Laguna Niguel does not discriminate on the basis of disability in its services, programs, or activities, and will make all reasonable accommodations to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

### **Contract Instructor Professional Conduct**

A Contract Instructor is an Independent Contractor for the City, not an employee. Although not an employee, Contract Instructors represent the City, and as such, must conduct themselves in a professional manner. Quality customer service is to be provided to all city staff and patrons. A Contract Instructor signs a contract with the City to provide classes and programs as described in the contract class application. All independent contractors are customarily engaged in an independently established trade/occupation/business, performs work that is outside of the usual course of the City's business operation, and free from control and/or direction of the City.

## **Parks & Recreation Department Contact Information**

Administration & Registration Office (949) 425-5100  
Registration Office Fax Line (949) 249-1115

Regular Business Hours: Monday through Friday, 8am-5pm  
Address: 29751 Crown Valley Parkway, Laguna Niguel, CA 92677

### **Crown Valley Community Center**

Parks and Recreation  
Main Office

29751 Crown Valley Pkwy  
Laguna Niguel, CA 92677

Community Center Hours:  
Monday-Friday  
8 a.m. to 5 p.m.

Email: [recreation@cityoflagunaniquel.org](mailto:recreation@cityoflagunaniquel.org)  
Phone: (949) 425-5100  
Fax: (949) 249-1115

### **Sea Country Senior and Community Center**

24602 Aliso Creek Road  
Laguna Niguel, CA 92677

Senior Center Hours  
Monday - Friday  
9:00 a.m. to 5:00 p.m.

Email: [scsc@cityoflagunaniquel.org](mailto:scsc@cityoflagunaniquel.org)  
Phone: (949) 425-5151  
Fax: (949) 425-5161

## Contract Class Proposals

### Submitting a Proposal

The City of Laguna Niguel Parks and Recreation Department (LNPRD) utilizes independent contract instructors to provide recreational services to the community. The City's goal is to offer a variety of classes, camps, workshops, and programs, throughout the year, at various city facilities. Programs are offered in quarterly sessions (Winter, Spring, Summer, Fall) with varying times and days based on the current activity schedule and availability.

### New Contract Instructor Application and Course Proposal

Prospective instructors may submit a Contract Class Proposal Form to Recreation Coordinator, Derek Dillahunty in person at Crown Valley Community Center or via email at [ddillahunty@cityoflagunaniquel.org](mailto:ddillahunty@cityoflagunaniquel.org). LNPRD does not guarantee that every submittal will be accepted. Please include a course outline, information about the organization, sample materials (if applicable), and at least two professional references.

*The Contract Class Proposal Form can be found in the Forms section of this handbook, or online at [www.cityoflagunaniquel.org/contractclass](http://www.cityoflagunaniquel.org/contractclass).*

### Interview and Reference Check

Qualified instructor candidates will be contacted for an interview once their proposal has been reviewed. City policies, procedures, and expectations will be reviewed and discussed.

### Recreation Brochure, Course Description, and Details

The City publishes a Recreation Brochure quarterly. This publication advertises all contract class offerings. A timeline of submission deadlines for the quarterly Recreation Brochure will be provided to all contractors on a quarterly basis by the Recreation Coordinator.

Instructors are responsible for providing the description for the quarterly Recreation Brochure. Please limit course description to 20 words or less, and 75 words or less for the online course description. Please include a brief summary, special instructions, material fees, and required supplies. LNPRD reserves the right to edit descriptions.

In an effort to reduce the number of canceled classes, please include the minimum and maximum number of students you are willing to accept. It is the City's goal to limit the number of canceled classes, and we reserve the right to not offer classes that have the minimum number of participants set too high. The minimum for the first-time classes should be set low (e.g. 3-5 people) in order to establish class reputation.

## **Class Dates, Days, and Times**

Please include any alternate dates, days, and times, that you would like to offer your class. The more flexible you are with days and times, the more likely LNPRD will be able to offer your class. Priority may be given to ongoing and returning instructors. Due to limited space, classes can be booked back-to-back, so if additional time is needed for instructors to set-up or tear-down, the additional time must be requested in the proposal.

## **Holidays**

Classes will not be offered on the following City observed holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans' Day
President's Day	Thanksgiving Day & Day After Thanksgiving
Memorial Day	Christmas Eve
4 <sup>th</sup> of July	Christmas Day

Please refer to the Recreation Coordinator for exact dates.

## Contract Instructor Prerequisite Requirements

### Insurance and Liability

As an Independent Contractor for the City of Laguna Niguel Parks and Recreation Department, there are requirements regarding insurance and liability.

1. All classes offered through LNPRD are required to have insurance.
2. Classes that are considered higher risk will require higher or additional coverage.
  - a. Examples of high risk classes include: skateboarding, dancing, swimming, sport fitness classes, classes for older adults, etc.
3. Insurance and endorsement certificates need to be submitted no later than two weeks before the first class is offered. Renewal certificates will be obtained on an annual basis.
4. The LNPRD requires a minimum of \$1,000,000 liability insurance coverage for classes that include a certain level or risk to the City. The policy must name the City of Laguna Niguel, its officers, agents, and employees as additionally insured with an endorsement letter attached. The certificate must be an original print from your insurance company.

*A sample Certificate of Insurance can be found in the Forms section of this handbook.*

### Live Scan (Fingerprinting/Background Check)

Instructors and all instructors' personnel must be Live Scanned through the City's contracted Live Scan facility, and cleared before they can begin instructing a class.

To complete the Live Scan process, one must obtain a Live Scan Form along with directions/instructions from the Recreation Coordinator. All fees will need to be paid at the Instructor's expense and paid directly to Live Scan. Please notify the Recreation Coordinator prior to going to the Live Scan facility in order for the City to track the status of clearance.

Background checks and live scans performed outside of the City of Laguna Niguel cannot be accepted in lieu of the live scan with City of Laguna Niguel. Exceptions may be considered if an organization has required fingerprinting/background checks for all employees as part of their pre-employment process. All independent contractors will be required to be fingerprinted through the City of Laguna Niguel.

*The Request for Live Scan Service form can be found in the Forms section of this handbook.*

### Mandated Reporting

Contract Instructors working with youth (17 years or younger), must complete a City of Laguna Niguel Mandated Reporter Acknowledgement Form.

Under California State Law, individuals that have direct contact or supervisory control over children and children programs are considered "mandated reporters" for purposes of reporting child abuse or neglect to designated agencies or to the Police Department.

*The City of Laguna Niguel Mandated Reporter Acknowledgement Form can be found in the Forms section of this handbook.*

## **Active Contract Instructor Requirements**

### **Contract Agreement for Recreation Services**

Upon mutual agreement with the instructor candidate, the Recreation Coordinator will complete a contract with all of the required signatures (Instructor and City staff). The contract will be put together on a quarterly basis, and will cover a quarter (3 months) at a time. Instructors may not teach without a signed contract on file.

Instructors are responsible for reviewing and abiding by the terms of the Contract for Recreation Services.

### **Monitoring Enrollment**

Every course offering will be assigned an activity number for participants to use for registration purposes. Seven (7) days prior to the start of a new session, instructors must either check their enrollments online using their Active Net Instructor portal, or contact the Recreation Coordinator to check enrollment and determine whether the program will need to be canceled.

The City provides registrants with a one week notice of class and camp cancelations. For new class offerings, it is often recommended to offer the class despite low enrollment in order to build class reputation. For more information on canceling classes, refer to the Policies and Procedures section of this handbook.

Instructors can also go online to [www.cityoflagunaniguel.org/registration](http://www.cityoflagunaniguel.org/registration) and view current enrollment by searching using their subject or activity numbers.

### **Rosters**

On the day prior to a new class session, instructors should go online to [www.cityoflagunaniguel.org/registration](http://www.cityoflagunaniguel.org/registration) and view their rosters online.

Copies of rosters may be obtained at the Crown Valley Community Center front desk or Sea Country Senior and Community Center front desk, or requested via email, with at least 24 hour notice.

During class, instructors should verify that all participants are registered and that the roster matches those in the class. If the instructor is unsure if a student is registered, they can request an updated roster or check with the front desk during regular business hours. If a participant is not registered, the instructor must send the participant to the front desk to get registered in order to participate in the class.

Class rosters and information may only be used for the purpose of the specific class/classes being taught by the instructor. Instructors shall not utilize class rosters for business promotion or marketing purposes outside of the classes offered with the City of Laguna Niguel.

## **Classroom Layouts**

At least two weeks prior to the class start date, instructors must provide a classroom set-up description or diagram of tables, chairs, and equipment needed for the class. City maintenance staff will set-up the classroom before the designated class start time. Available equipment in classrooms include: chairs (children's or adults), tables (6 ft), projector and screen (limited to specific rooms), and trashcans. Please note any additional items.

Note: In the event that facility staff is not available, the instructor may be responsible for setting up their room prior to their class.

*The classroom layout form can be found in the forms section of this handbook.*

## **Fees and Compensation**

### **Class Fees and Compensation**

Instructors will receive a 70% split of all registration fees collected. Once the class has been completed, payment will be processed through the Finance Department, and a check will be mailed within four to six weeks of class end date, which is in accordance with the City Council warrant approval and Finance Department processing timeline.

This 30% split covers facility fees, production of the Recreation Brochure, staff support, utilities, facility maintenance, and registration.

### **Registrations**

All registrations, cancellations, and participant payments are to be handled and processed by the City of Laguna Niguel staff. Methods of registration includes online, by mail, fax, or in person at any of the three Parks and Recreation facilities (Crown Valley Community Center, Sea Country Senior and Community Center, and Laguna Niguel Skate and Soccer Park).

### **Refund Policy**

A refund will be given if the City cancels a City sponsored activity. **Online convenience fees will not be refunded.** A full refund (minus online convenience fees) will be given for cancellation of any activity of a doctor's medical excuse prior to the commencement of activity. If a participant cancels due to illness during a session, the class fee will be prorated, but the note must be received before the last day of class. No refunds will be issued for no-shows, special events, or excursions. If patron cancels five (5) or more business days prior to the activity, patron will receive a refund, minus a \$10 transaction fee. A cancelation made four (4) or less business days prior to the activity will result in the forfeiture of the entire class fee. No fee for transfers into another activity with an activity number. No fee for a non-refundable credit on your Active Net account.

### **Proration of Fees**

Instructors have the ability to allow prorated registrations for their courses according to the City's cancelation and refund policy, but are also allowed to accept them in order to increase enrollment. Please contact the Recreation Coordinator for additional details.

### **Materials Fee/Supply List**

Contractors may choose to charge a nominal "material fee" in addition to their class registration fee. This fee needs to be justified with receipts for supplies, and the instructor is permitted to keep 100% of this fee. This fee is collected by the instructor at class and the City is not responsible or liable for this fee.

## **Policies and Procedures**

### **Registration and Waivers**

All registrations, cancellations, and participant payments are to be handled and processed by the City of Laguna Niguel staff. Methods of registration includes online, by mail, fax, or in person at any of the three Parks and Recreation facilities (Crown Valley Community Center, Sea Country Senior and Community Center, Laguna Niguel Skate and Soccer Park).

All participants must be registered and have signed a waiver prior to participating. For youth classes, the student's parent or guardian must also sign the waiver.

For "Parent & Me" classes, all parents/guardians participating in the class are also required to have a signed waiver on file. Parents will be notified at the time of registration, but if a new guardian arrives to take the class with the registered student, instructors will be responsible for getting a signed waiver from the guardian. An electronic copy of the Registration Form is included as an attachment in this document.

Once waivers are completed, please drop them off at the front desk at the end of your class.

Instructors shall not utilize City class rosters for business promotional or marketing purposes. Class rosters and information are the property of The City of Laguna Niguel, and may only be used for the purpose of the specific class.

*A copy of the Parks and Recreation Registration Form can be found in the Forms section of this handbook.*

### **Canceling Programs**

Instructors are responsible for logging into their Active Net account and checking class rosters and enrollments. Instructors must contact the Recreation Coordinator at least one (1) week prior to class start date, with the instructor's intent to cancel a class due to low enrollment.

All new instructors will be given a login and instructions on how to access their Active Net accounts online.

For activities that will be canceled, instructors are responsible for completing the Canceled, Refund, and Transfer Activity Form. This form is to be submitted at least two (2) days prior to a class start date. Submit the completed application via email to the Recreation Coordinator.

For additional details, please see **Refund Policy** on page 8.

### **Instructor Absence**

If you are unable to teach your class, contact the Recreation Coordinator by phone and/or by email, and advise staff as far in advance as possible. If a class cannot be made-up, class participants will receive a prorated credit for the class.

If instructors secure a substitute instructor for a program, they must notify the Recreation Coordinator as well as provide the substitute's contact information. Note that all substitutes must

meet the contract instructor requirements listed in the Contract Instructor Prerequisite section of this handbook including being Live Scanned. It is the responsibility of the Instructor to provide payment to substitutes.

Excessive instructor absences may result in the cancelation of current and future classes.

### **Class Make-Up Policy**

Make-ups can be given on those occasions when unforeseen circumstances requires that a class meeting be canceled. Students should see the instructor at the next scheduled class meeting for a make-up date. No refunds (whole or partial) will be given for classes missed by the student.

Instructors should coordinate with the Recreation Coordinator before planning a make-up class to ensure that facility space is reserved for that class.

Make-up classes are to be added to the end of the session if scheduling does not interfere with existing programs. If make-up classes are not scheduled, fees for the class may be refunded or a credit may be issued for the next session. The Parks and Recreation Department must approve all changes to the contracted schedule. The CITY has priority use for all facilities for special programs. Notification will be given prior to the contracted quarter.

### **Customer Service and Communications**

The City of Laguna Niguel prides itself on offering excellent customer service. In regards to contract classes, we strive to ensure that all customers are happy with the services provided. If you receive any questions about refunds or a withdrawal from your class, please contact the Recreation Coordinator to assist you in the process.

In the event of an incident at a facility involving an angry or upset customer where you believe you are in danger or in need of assistance, walk away from the situation, go to a safe location, and call 911. AT NO TIME SHOULD YOU PLACE YOURSELF IN DANGER TRYING TO RESOLVE A VOLATILE SITUATION. If the problem gets out of hand, call the Orange County Sheriff's Department non-emergency number at (949) 770-6011. In the event of danger or an emergency, call 911.

### **Class Observation**

The City of Laguna Niguel, its officers, agents, and employees may observe classes, with or without notice.

### **Contact and Personal Information Privacy**

The City of Laguna Niguel considers all customer and contractor information confidential.

## **Harassment Policy**

The City of Laguna Niguel's policy is to provide an environment free of unlawful discrimination in its work place, programs, and activities. Unlawful discrimination, including sexual harassment and harassment on the basis of race, sex, religion, color, age, national origin, ancestry, marital status, medical condition, sexual orientation, or physical or mental disability, will not be tolerated by the City. The City of Laguna Niguel has a "zero tolerance policy". Violating this policy will result in disciplinary action, up to, and including termination of contract.

Prevention is the best tool to eliminate harassment in the workplace. If you have any questions concerning harassment, place contact the Recreation Coordinator.

## **Photos and Videos**

Upon signing the waiver, participants/guardians agree to permit the taking of photographs and/or videos of themselves or their minor to be used at the City's discretion, and understand that such photographs or video may only be used for marketing purposes.

Participants have the right to opt out of photos and videos and should notify their instructor or the photographer before images are taken.

If instructors would like to take photos or videos of their class, they must first get permission from the students. Instructors are free to share these with the Recreation Coordinator to be kept on file for future use to promote their programs.

## **Supervision of Youth Classes and Camps**

Instructors teaching a youth class must ensure that children are supervised at all times. Children are not permitted to roam or leave their designated classroom unsupervised, including bathroom breaks, or leave the class without a parent/guardian. Instructors are required to notify participants not to arrive until designated time of activity. **Children should never be dismissed until a parent/guardian arrives for pick-up. Instructors shall not depart until all children are picked up. Instructors shall attempt to contact the child's parent/guardian and if additional assistance is needed, please contact the front desk staff at Crown Valley Community Center or Sea Country Senior and Community Center.**

If a student is missing, the front desk and Recreation Coordinator should be informed immediately.

## **Americans with Disabilities Act (ADA) Accommodating those with Disabilities and Special Needs**

The ADA is federal legislation which gives civil rights protection to individuals with disabilities. This act guarantees equal opportunity for individuals with disabilities for employment, public accommodations, transportation, local and state government services, and telecommunications.

It is the policy of the City of Laguna Niguel to fully abide by the requirements of the ADA and to make reasonable accommodations for individuals with vision or hearing impairments or other

individuals with disabilities so that they have an equal opportunity to participate. Please advise the Recreation Coordinator if a participant has a disability requiring special accommodations.

The City of Laguna Niguel encourages those with disabilities and special needs to participate in activities offered through Laguna Niguel Parks and Recreation. According to the Americans with Disabilities Act (ADA), our classes and programs are required by law to accommodate those with disabilities and special needs.

Section 504 of the 1971 Rehabilitation Act states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity. Subtitle A protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all State and local governments. The ADA gives people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, recreation, etc.).

Programs and instructors are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Also, note that the ADA prohibits policies that unnecessarily impose requirements or burdens on individuals with disabilities that are not placed on others. For example, public entities may not require that a qualified individual with a disability be accompanied by an attendant.

An exception may be made if the individual poses a direct threat to the health or safety of others. A “direct threat” is a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures, or by the provision of auxiliary aids or services.

The determination that a person poses a direct threat to the health or safety of others may not be based on generalizations or stereotypes about the effects of a particular disability. It must be based on an individualized assessment, based on reasonable judgement that relies on current medical evidence or on the best available objective evidence, to determine: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures will mitigate the risk.

The decision to deny access to a participant due to a disability or special need is not a decision for a contract instructor to make. A contract instructor should make reasonable accommodation in a class/program to accommodate participants with special needs. If you have a concern about a participant, please see the Recreation Coordinator.

Please be cautious with your choice of words when speaking with participants, or parents of children, with disabilities/special needs. Comments should never be made, nor should an impression be given, that a participant is a burden or unwelcome in a class. The City of Laguna Niguel believes in doing everything we can to allow for a reasonable accommodation for participants with disabilities/special needs in our programs.

City of Laguna Niguel ADA/504 Coordinator:  
Favian J. Bravo  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677  
Phone: (949) 362-4313 Email: [info-In@cityoflagunaniquel.org](mailto:info-In@cityoflagunaniquel.org)

## **Promotion of Classes**

### **Quarterly Recreation Brochure**

All classes, programs, and activities are listed in the City's Quarterly Recreation Brochure which is mailed to over 26,000 Laguna Niguel residents and businesses. The Recreation Brochure is published four times per year and is available for viewing on the City's website at [www.CityofLagunaNiguel.org/brochure](http://www.CityofLagunaNiguel.org/brochure).

The brochure editions and general class sessions are:

- Winter (Dec, Jan, Feb)
- Spring (Mar, Apr, May)
- Summer (Jun, Jul, Aug)
- Fall (Sep, Oct, Nov)

### **Marketing and Advertising**

The City of Laguna Niguel promotes all classes, programs, and activities in the quarterly Recreation Brochure, and senior specific activities may also be promoted in the Sea Country Activity Guide. In addition, the City, in its discretion, may create additional marketing materials highlighting specific classes or programs. By signing the contract, instructors consent to these marketing efforts by the City.

Contractors may advertise and market their class at their own expense in an effort to increase participation. Any marketing materials (e.g. brochures, post cards, flyers, advertisements, etc.) must be reviewed and approved by the Recreation Coordinator prior to distribution.

Contractors may not use City classes to recruit for personal business or promote their business during class hours or on City premises. Contractors shall not market products that are sold as part of their business. Violating this policy may result in disciplinary action, up to, and including termination of contract.

**Social Networking Guidelines:** The City of Laguna Niguel does not have a formalized Social Networking Policy at this time. In general, the City uses social networking sites (Facebook, Instagram, Twitter, and NextDoor) to promote classes, programs, and upcoming special events. The City encourages contractors to share content about their classes or programs on their pages, and engage in promotions directed to their programs.

Instructors taking photos of class participants to use on their own business social networking platforms must obtain participant approval before posting. The City waiver does not cover instructors' use of photos.

## Facility Usage

### City Facilities

The City has a variety of locations available for hosting classes. If you are unsure which facility to request, please leave it blank. The City will select an appropriate facility for you based on facility availability, class needs, and estimated class size. Facilities are very limited and no storage space is provided for independent contractor equipment. **The City reserves the right to move a class if needed.**

#### City Facilities:

- Crown Valley Community Center  
29751 Crown Valley Parkway  
Crown Ballroom, classrooms, kitchen, deck (upper level)
- Laguna Niguel Aquatic Center  
29751 Crown Valley Parkway  
Classrooms, pool, FIT pool, and Sprayground
- Laguna Niguel City Hall  
30111 Crown Valley Parkway  
Community Room (A and B)
- Laguna Niguel Skate and Soccer Park  
27745 Alicia Parkway  
Skatepark and viewing deck
- Sea Country Senior and Community Center  
24602 Alico Creek Road  
Grand Ballroom, Yosemite Ballroom, classrooms, kitchen, courtyard
- Laguna Niguel Athletic Fields  
Locations Vary  
Basketball courts, baseball fields, soccer fields, softball fields, volleyball courts

Note: Classes that take place at off-site locations/studios are required to still have participants register through the City of Laguna Niguel.

### Facility Staffing

Most facilities have staff on duty to open and close the facility and provide limited support to the classes and programs.

### Parking

Parking is only allowed in designated spaces. Please adhere to the time limits or signs, as the Instructor is responsible for any tickets, parking violations, and/or towing costs that are received while parking. Due to safety reasons and emergency vehicle access, parking behind the Community Centers is only allowed in extenuating circumstances for loading and unloading and must be arranged in advance with the Recreation Coordinator.

At parks and offsite locations, please only park in a designated parking stall and adhere to the parking limitations for that location.

### **Facility Set-up and Tear-down**

The City of Laguna Niguel will set-up classrooms based on the facility layout information submitted by the Instructor at least 10 days prior to the first day of class. If there are any changes to regular set-up of the class, please notify the Recreation Coordinator of changes at least 10 days prior to class date.

Instructors should arrive at least 10 minutes prior to the class start time, unless otherwise arranged with the Recreation Coordinator. Note that some classrooms are booked with back-to-back classes.

Instructors must clean up after class, leaving the room in the same condition in which it was found, and vacate the facility quickly after class to allow set-up for the next class or event. If thermostats were changed or windows opened, instructors should turn off or close before leaving.

The City of Laguna Niguel does not provide storage for contract instructors' equipment or supplies and is not responsible for any missing or damaged equipment. If maintenance assistance is needed during class, instructors can notify the front desk and ask for maintenance assistance. If the issue is an emergency, front desk staff will contact after-hours maintenance staff.

Note: In the event that maintenance staff is unavailable, the instructor may be responsible for setting up the room prior to class.

### **Equipment Available for Use**

The following items are available for use at no charge to independent contractors based on availability and will be set-up by City staff. Any equipment needed should be requested on the layout information submitted by the instructor at least 10 days prior to the first day of class.

Equipment available in all rooms:

- Tables and chairs

Equipment available in certain rooms only:

- Projector and screen
- TV and DVD player
- Sound system and microphones
- Easels
- Dry erase boards and markers

### **Complimentary Room Use**

Instructors will be allowed complimentary use of a Crown Valley Community Center room or Sea Country Senior and Community Center room, based on availability, for up to two hours for an awards ceremony or special exhibition, once per quarter.

Aquatics instructors will be allowed complimentary use of the pool at Laguna Niguel Aquatics Center for one day (8 hours) per year. The use of the pool must be used within the calendar year and the time cannot be carried over and accumulated. A security deposit will be required.

Note: Additional pool use will be charged at an hourly rate, per the adopted fee schedule. Room usage may be available, but are not included with the complimentary pool use. Aquatics instructors may schedule the use of the pool two days per year for aquatic events, in addition to the complimentary day. All fees apply.

## **Safety**

### **Accident/Incident Reports**

If an accident or injury occurs to a class participant or instructor, contact facility staff immediately. An Accident/Incident Report Form should be completed immediately and instructors shall contact the Recreation Coordinator within 24 hours. All sections of the report must be completed, including as much specific information as possible regarding circumstances surrounding the incident/accident, witnesses, etc. If instructors have any other questions regarding an incident/accident they should contact the Recreation Coordinator. Only staff or instructors are to complete the report form.

Some things to remember when dealing with an accident:

- If serious injury occurs, do not move the injured person unless they are in further danger from the condition/environment in which they are in.
- All accidents, regardless of how severe, must be reported to the Recreation Coordinator.
- If necessary, call 911 for emergency support.
- For minors less than 18 years of age, notify parent or guardian as soon as situation allows. Parent should arrange for necessary transportation and relieve you of further action. Do not transport the injured individual by yourself.
- Stay with injured person until relieved by emergency personnel.
- An Accident/Incident Report Form must be filled out the day of the injury and submitted to the Recreation Coordinator or Supervisor within 24 hours.

*Accident/Incident Report can be found in the Forms section of this handbook. Emergency and department contacts can be found in the Contacts section of this handbook.*

### **Release of Accident Information**

If an accident should occur, all instructors are directed to give no information relative to the circumstances surrounding the accident to any person, except identified City employees. In all cases, the City will release the information to their representative. This procedure is necessary to prevent the release of inaccurate information and to protect the City of Laguna Niguel in the event of legal action.

### **General Safety Guidelines**

Above any other consideration, the Parks and Recreation Department, and by extension its contract class instructors, must provide for the safety of the people who use its facilities and participate in its programs. Instructors must use their own best judgement at times, so focus safety constantly and exercise all possible measures to prevent accidents, injuries and/or damage to property. Participants should also be encouraged to think in terms of safety. Take the time to explain to participants why they should be doing something. Remember, speak directly and concisely.

Some important points to remember are:

- Be observant and anticipate problems. If you see an unsafe situation developing, intervene before it escalates.
- Know where your participants are at all times. Keep them in sight. Be aware of the total surrounding at all times.
- Do not divert your attention from the participants. THEIR SAFETY IS YOUR #1 PRIORITY.
- All accidents, regardless of how severe, must be reported to the Recreation Coordinator.
- Instructors, as well as the City of Laguna Niguel, can be held liable for any accident to people or property damage resulting from negligence.
- Be well trained and current on all aspects of your teaching responsibilities.
- Be properly certified and keep certifications current including CPR and First Aid if you have them.
- Communicate safe techniques in the activities you instruct and in the use of equipment and tools for the class.
- Check for safety of equipment and identify and minimize any hazards. Keep work areas safe.
- Be sure that any equipment or tools used for the class are age and skill appropriate and have been approved by the City for use in your classroom.
- Follow industrial and professional standards for safety, as well as City and State codes.
- Communicate knowledge of risk to students and warn of impending danger when there is a safety concern.
- Be "liability conscious" in all classroom activities and minimize risk.
- If there is a question as to the safety of an activity, the physical environment or participants, instructors should consult the Recreation Coordinator before proceeding.

## **Liability**

Individual contract instructors as well as the City of Laguna Niguel can be held liable for any accident or injury to people or property damage resulting from negligence.

*See section on Insurance under the Contract Instructor Prerequisite Requirements section of this handbook for more information on Liability and how you can protect yourself.*

***I have read and the Instructor Handbook Policies and Procedures and will comply with the requirements expressed therein.***

***Name (Print)*** \_\_\_\_\_

***Name (Signature)*** \_\_\_\_\_ ***Date*** \_\_\_\_\_



# CITY OF LAGUNA NIGUEL

## Parks and Recreation

### Contract Instructor Application

Thank you for your interest in offering a class within the Laguna Niguel Parks and Recreation Department. There are no guarantees that your submittal will be accepted by the LNPRD. All proposals will be reviewed in accordance with the community center's current schedule and community needs.

#### APPLICANT INFORMATION

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
ZIP CODE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
WEBSITE or  
SOCIAL MEDIA  
PAGES: \_\_\_\_\_

#### CLASS PROPOSAL INFORMATION

CLASS TITLE(S): \_\_\_\_\_

CLASS  
DESCRIPTION: \_\_\_\_\_

AGE RANGE:	MIN. ENROLLMENT:	MAX. ENROLLMENT:	
CLASS FEE:	MATERIAL FEE (IF APPLICABLE):	LIST MATERIALS:	
PREFERRED SEASON:	WINTER SUMMER	SPRING FALL	DAYS OF WEEK:
CLASS LOCATION:			CLASS TIME(S): _____
CLASS DATES:	PROMOTIONAL EFFORTS THAT WILL BE TAKEN:		

*Please attach any pertinent information or certification to this proposal such as your resume, class outline, licenses, training, syllabus and other supplemental material and experience that may assist us in reviewing your class proposal.*

APPLICANT  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Return form to the Parks and Recreation Registration Office at Crown Valley Park with attention to  
Derek Dillahunty, Recreation Coordinator or email [DDillahunty@CityofLagunaNiguel.org](mailto:DDillahunty@CityofLagunaNiguel.org).



## City of Laguna Niguel INSURANCE REQUIREMENTS

To: Contract Instructor/ Facility User  
From: City of Laguna Niguel Parks and Recreation Department  
Subject: Insurance Requirements

The City of Laguna Niguel requires each organized activity taking place at any City Facility have insurance for said activity. The Certificate of Insurance must be on file at the City of Laguna Niguel City Hall or the Parks and Recreation Department prior to any permits or contracts being approved. The User Permit or Contract will be made invalid if such insurance lapses. The City requires a 30-day written notice of cancellation or no-renewal of insurance.

In your insurance policy state **ADDITIONAL INSURED** as follows:

***City of Laguna Niguel, their officers, agents and employees.***

Certificate Holder Address should list the following address:

30111 Crown Valley Parkway  
Laguna Niguel, CA. 92677

Liability should include:

- **Bodily injury and property damage liability**
- **Product liability (food and drink) requested if food or beverage is served as part of the activity.**
- **Personal injury liability**
- **Fire legal liability**
- **Sexual abuse/molestation**

Cancellation Notification: The Certificate of Insurance must read as follows:

**Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate Holder named.**

The City of Laguna Niguel will not accept in the Cancellation Notification the wording to read "endeavor to mail" or "failure to mail such notice shall impose no obligation or liability or any kind upon the company, its agents or representatives." It is acceptable to cross out this terminology directly on the certificate, however, the insurance broker must initial it.

Contract Classes and User Permit Programs:

Medium Hazard:	\$500,000
High Hazard/ All Athletic Groups:	\$1,000,000 & \$2,000,000 aggregate

Please **mail** or **email** a copy of the Certificate of Insurance to:

City of Laguna Niguel Parks and Recreation  
atten: Derek Dillahunty  
29751 Crown Valley Parkway  
Laguna Niguel, CA 92677  
Office: (949) 425-5100 / Fax: (949) 249-1115  
ddillahunty@cityoflagunaniguel.org



# SECURE LIVE SCAN

## SERVICES

Secure Live Scan offers digital fingerprinting for all occupational licensing, volunteer organizations, homeland security, immigration and any general requirement by an employer to complete a background check through the Department of Justice (DOJ) and FBI. All of our employees are certified by the Department of Justice. **AUTHORIZED FBI CHANNELER**

## CLIENTS

Our current list of clients include Disneyland, YMCA, the City of Lake Forest, Mission Viejo, Dana Point and San Juan Capistrano. We provide Live Scan for RN's, Home Care Aides, Contractors, Notaries, CCW, Real Estate Licenses, RCFE'S, Immigration and many more.



## HISTORY

Secure Live Scan opened in 2005 and has been operating a walk-in service in Aliso Viejo since 2010. It is owned and operated by veteran Police Officer Chuck Still who has 25 years of experience rolling fingerprints and submitting to the Department of Justice.

## HOURS OF OPERATION

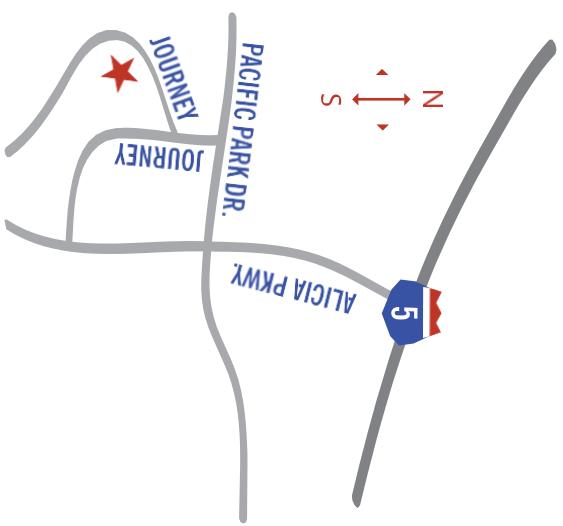
Secure Live Scan is a walk-in facility open M-F from **10:00 AM to 5:00 PM. CLOSED SATURDAY AND SUNDAY.** No appointments are required. Give us a call at 949-633-0948.

## Walk-In Service

info@SecureLiveScan.com  
www.SecureLiveScan.com

TEL 949-633-0948  
FAX 949-305-8747

6 Journey, Suite #270  
Aliso Viejo, CA 92656



CHARLES STILL - OWNER





## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)				
	Business name, if different from above				
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ► ..... <input type="checkbox"/> Exempt from backup withholding				
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)		
	City, state, and ZIP code				
	List account number(s) here (optional)				

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
+

or

Employer identification number
+

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**      Signature of  
U.S. person ►

Date ►

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



## **City of Laguna Niguel Mandated Reporter Acknowledgement Form**

State law required that any person who enters into employment on and after January 1, 1985, as a child care custodian, medical practitioner, or non-medical practitioner, or with a child protective agency, prior to commencing employment shall sign a statement that he or she has knowledge of the provisions of Section 11166 of the Penal Code and will comply with its provisions.

A mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report to the agency immediately or as soon as is practicable possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written follow-up report thereof within 26 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

- “Reasonable suspicion” means that is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.

Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.

Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of misdemeanor punishable by up to six months confinement in a county jail or by fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

The law also provides that a person who does report as required or who provides a child protective agency with access to a victim shall not be civilly or criminally liable for doing so.

I have read the above statement and will comply with the reporting requirements expressed therein.

Name (Print) \_\_\_\_\_

Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF LAGUNA NIGUEL  
PARKS AND RECREATION DEPARTMENT**

**Activity Registration Information  
REGISTER TODAY!**

**4 EASY WAYS...**

**ONLINE**

Register online at:  
[cityoflagunaniguel.org/  
registration](http://cityoflagunaniguel.org/registration)

Receive instant confirmation  
when you register online!

New users need to  
set up an account.

*NOTE: A non-refundable convenience  
fee will apply. See scale below.*

**IN OFFICE**

Walk into the Parks and  
Recreation office at Crown  
Valley Park and register  
during business hours:  
M-F: 8am-5pm | Sa/Su: Closed

**FAX IN**

**FAX (949) 249-1115**  
Please include your credit  
card information and  
signature on  
registration form.

**MAIL IN**

Mail your completed  
registration form to:

**Parks & Recreation Dept.  
29751 Crown Valley Pkwy.  
Laguna Niguel, CA 92677**

Make sure to include your  
credit card information or a  
check, made payable to the  
City of Laguna Niguel.

**IMPORTANT INFORMATION**

- Use registration form on next page for activities with an activity # only! One form per person required.
- All fees must be paid in full at time of registration.
- You will receive an email confirmation of enrollment for faxed, mailed or online registrations. Walk-in registrations will receive a printed confirmation.
- Class fees will NOT be pro-rated unless a doctor's note is received. Doctor's note must be received before the last day of class.
- Register early. Enrollment in classes is limited. If minimum enrollment is not met, activities are subject to cancelation.
- Laguna Niguel residents may have a priority registration date for City activities. After that date, the activity will be open to non-residents as well as residents.
- Refund policies are specific to the location where the activity is held. Please read all refund policies before signing up for an activity.
- Java Script 1.5 or 1.6 is required for online registration. If your computer does not have Java script or if you are unable to update an older version, you may be unable to register online.
- You may also register for classes/excursions at Sea Country Center and register for skateboard lessons at the Skate Park.
- Online convenience fee scale: (Up to \$149) 6.5% of registration fee + \$.50, with minimum \$2; (\$150-\$500) 3.5% of registration fee + \$5; (Over \$500) 2.5% of registration fee + \$10.

**REFUND POLICIES**

- A refund will be given if the City cancels a City sponsored activity. Online convenience fees will not be refunded.
- A full refund (minus online convenience fees) will be given for cancelation of any activity with a doctor's medical excuse prior to the commencement of activity. If a participant cancels due to illness during a session, the class fee will be pro-rated, but the note must be received before the last day of class.
- No refunds will be issued for no-shows, special events or excursions.
- Activities with an activity # are only transferable to another activity with an activity # and are based on availability.
- If patron cancels five (5) or more business days prior to the activity, patron will receive a refund, minus a \$10 transaction fee.
- A cancelation made four (4) or less business days prior to the activity will result in the forfeiture of the entire class fee.
- No fee for transfers into another activity with an activity number.
- No fee for a non-refundable credit on your ActiveNet account.

**Contact Information:**

Crown Valley Park  
29751 Crown Valley Parkway  
Laguna Niguel, CA 92677  
(949) 425-5100  
[Registration@CityofLagunaNiguel.org](mailto:Registration@CityofLagunaNiguel.org)



**City of Laguna Niguel**  
*Parks and Recreation Department*  
**REGISTRATION FORM**  
**ONE FORM PER PERSON REQUIRED**

**Contact Information:**

Crown Valley Park  
29751 Crown Valley Parkway  
Laguna Niguel, CA 92677  
(949) 425-5100

[Registration@CityofLagunaNiguel.org](mailto:Registration@CityofLagunaNiguel.org)

PARTICIPANT'S NAME: \_\_\_\_\_ SEX \_\_\_\_\_ D.O.B. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT/GUARDIAN NAME (if participant is a minor): \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ WORK PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ CELL PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ @ \_\_\_\_\_

EMERGENCY CONTACT (other than parent) \_\_\_\_\_ PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

MEDICAL INFORMATION \_\_\_\_\_

*If you need special assistance, please contact the Parks and Recreation Department at least one week prior to the start of activity.*

ACTIVITY #	NAME OF ACTIVITY	DAY/TIME	CHECK #	Fee

I voluntarily agree to have myself or my child participate and I realize that every precaution is taken to eliminate any injury or hazards to myself or my child, and that a competent supervisor is present; however, in the event of any injury to myself or my child, I hereby waive, release and hold harmless from any liability for damages or claims for damages for personal injury, including accidental death, as well as from claims for personal property damage which may arise in connection with the program, against the City of Laguna Niguel and all its officers, agents and employees.

I give consent to any X-Ray examination, anesthetic, medical or surgical diagnosis tendered under the general or special supervisor of any member of the medical staff and emergency room staff licensed under the Medicine Practice Act or a dentist licensed under the Dental Practice Act or the staff of any acute General hospital holding a license to operate from the California Department of Public Health. It is understood that this authorization is given in advance of diagnosis, treatments, or hospital care being required but is given to provide the aforementioned medical/dental personnel authority to render care as they deem advisable. It is understood that efforts shall be made to contact the undersigned prior to rendering treatment, but that treatment will not be withheld if the undersigned cannot be reached.

I permit the use of activity/event photography and/or video of my child or myself for LN Parks & Recreation media promotion.

I HAVE READ AND UNDERSTAND THIS RELEASE FROM LIABILITY AND THE CANCELATION/REFUND POLICY.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Signature) Parent or Guardian must sign for those under 18 years of age

**PAYMENT INFORMATION:**

NAME ON CARD \_\_\_\_\_



CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3-DIGIT CVC CODE \_\_\_\_\_



**City of Laguna Niguel  
Facility Use/Room Layout Information**

**Class/Activity/Event:** \_\_\_\_\_

**Instructor/Renter:** \_\_\_\_\_

**Day/Date:** \_\_\_\_\_

**Room:** \_\_\_\_\_

**Equipment Needed:** \_\_\_\_\_

**Quantity of Tables:** \_\_\_\_\_      **Quantity of Chairs:** \_\_\_\_\_

**Please indicate the layout by drawing it out in the box below:**



# City of Laguna Niguel Parks and Recreation Department

## Contract Instructor Accident Report

Name of Injured Student:

Date of Birth:

Phone number:

Address:

City:

Zip Code:

Email Address:

Date of Incident:

Time of Accident:

Location of Incident:

### Accident Report Details

Describe Injury/Exposure, Part of Body Involved, How and Where it Occurred (Please use reverse side if necessary):

Summary of Accident/Injury Investigation and Treatment Given:

An Unsafe Condition Resulted From (Check All That Apply):

- Defective Equipment
- Equipment Not Properly Guarded
- Facility Conditions
- Exposure Incident
- Slippery or Uneven Walking Surfaces
- Layout of Facility
- House Keeping
- Other (Specify in Report Details)

An Unsafe Act Resulted Form (Check All That Apply):

- Not Following City/Class Safety Rules
- Improper Equipment
- Not Using Safety Devices
- Lack of Knowledge or Skill
- Improper Attitude
- Failure to Use Protective Equipment
- Actions of Another
- Improper Body Position
- Other (Specify in Report Details)

Others Involved (Name/Phone #)

Others Involved (Name/Phone #)

Others Involved (Name/Phone #)

Signature of Instructor Completing Form:

Parent/Guardian Acknowledgment:

Date:

Recreation Division Signature:

Date:

# Laguna Niguel Parks and Recreation Canceled, Refund & Transfer Activity Form



## Instructions:

1. Read and complete form accurately.
2. Submit at least two (2) days prior to class start date.
3. Submit completed application via walk-in, fax or email.

City of Laguna Niguel Parks & Recreation Dept.  
Attn: Derek Dillahunty  
29751 Crown Valley Parkway  
Laguna Niguel, CA 92677  
Fax: 949-249-1115 ddillahunty@cityoflagunaniguel.org

Contract Instructor Name:	Activity Name & Activity #:	Cancel this Activity?:	Refund all Students?:
		Yes	Yes
		No	No

## Refund These Students:

Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
-------------------------------	-------------------------------	-------------------------------

Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
-------------------------------	-------------------------------	-------------------------------

Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
-------------------------------	-------------------------------	-------------------------------

Student's First and Last Name	Student's First and Last Name	Student's First and Last Name
-------------------------------	-------------------------------	-------------------------------

## Transfer These Students:

Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
-------------------------------	------------------	-------------------------------	------------------

Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
-------------------------------	------------------	-------------------------------	------------------

Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
-------------------------------	------------------	-------------------------------	------------------

Student's First and Last Name	Into Activity #:	Student's First and Last Name	Into Activity #:
-------------------------------	------------------	-------------------------------	------------------

## For Office Use Only

Staff Completing Transaction:

Date:

Time: