We appreciate your interest in offering a Leisure Class through Center Activities. Please review the following detailed information regarding the steps to becoming a Leisure Instructor with us. The Center Activities Leisure Class program offers the opportunity for individuals to teach classes on almost any subject in an informal and relaxed atmosphere. Having the enthusiasm, interest, and skills necessary to share the knowledge and information on the subject matter you desire to teach, with a group of both students and community members is all you need. This is an excellent opportunity to instruct and facilitate a class, and to share your hobbies and interests with others. If after reading the following information you have additional questions, please call the Leisure Program Coordinator at 707.826.4195.

Center Activities Mission Statement:
Center Activities is a non-profit service organization located on the Humboldt State University campus. Our intent is to provide outdoor and social experiences emphasizing adventure, environmental awareness, education, challenge, personal development, safety, and a sense of community and fun. Center Activities manages four facilities including the Outdoor Center, the Student Recreation Center, and the Humboldt Bay Aquatic Center.

FOR YOUR PROPOSAL TO BE CONSIDERED, YOU ARE REQUIRED TO COMPLETE THE ATTACHED FORMS AND SUBMIT WITH THEM THE FOLLOWING INFORMATION:

Leisure Class Proposal:
The attached Leisure Class Proposal forms must be completely filled out. Any missing information will delay the approval process.

Course Description & Instructor Bio:
Please include a 50 word maximum class description for the printed catalog and a 150 word maximum description for the website. Also include a 100 word maximum description of your background and experience to be used on the website as an instructor biography along with a picture representing you or your class.

Class Outline (Letter of Intent):
The Letter of Intent should include a detailed class description, including the topics to be covered, and a class outline showing the presentation of topics throughout the class. Also describe your previous experiences in teaching this activity as well as any pertinent certifications you may have.

Instructor Resume:
A resume including three local references is required. Please include as much information as possible regarding your experience and skills, especially pertaining to the subject of the proposed class.

PROPOSAL INFORMATION

Proposal Deadlines:
Center Activities offers three opportunities in which to offer Leisure Classes. The Center Activities course catalog is published three times a year in conjunction with the HSU semester system, offering classes during the fall and in the spring. Center Activities also offers a condensed program during the summer.

For specific deadline dates please contact the Leisure Program Coordinator at Center Activities.

The fall and spring semesters run for approximately 14 weeks. Successful class sessions generally run for approximately 7 weeks. This allows you the opportunity to offer two separate 7-week sessions or two consecutive sessions if desired. However, the length of your proposed class is up to you.

Proposing a successful class:
As a general rule, classes that have the most success are generally offered once a week, Monday through Thursday, between the hours of 5:30 pm and 9:00 pm or are offered as one or two-day seminars on the weekends, between the hours of 9:00 am and 5:00 pm. You are, however, welcome to submit requests for other desired time frames that fit your scheduling needs.
Proposal Review:
Your proposal will be reviewed by the Leisure Program Coordinator as well as the Center Activities Manager. Acceptance is based on an assessment of need and interest from the community, room/facility availability, space availability in Center Activities course catalog, thoroughness of application, and the potential for success. A meeting or further information may be requested to finalize approval of your class proposal.

If your proposal is accepted, you will be contacted by phone and/or notified in writing. You will be required to complete and submit employee paperwork, including a signed contract stating fees and responsibilities.

INSTRUCTOR INFORMATION:

Hourly Employees:
Most Leisure Class Instructors are employed as part time “hourly” employees of the University Center with payment issued through the University Center payroll system. Appropriate state and federal tax deduction will be made. The instructor is covered by Worker’s Compensation and will have liability coverage through the University Center. No payment can be made without appropriate personnel related paperwork on file.

Independent Contractors:
Some Instructors may be hired as an “Independent Contractor” if they meet the necessary criteria and will be paid accordingly. Independent Contractors are contracted out of their service and are not direct employees of the University Center, which means that the instructor is not covered by Workers Compensation or liability insurance.

An Independent Contractor is someone who performs a service for Center Activities, but is not considered to be an employee by federal or state tax authorities. Independent Contract instructors teach courses on a contract basis. The Independent Contract Instructor is hired for their expertise, and is responsible for providing their own insurance coverage including worker’s compensation and liability insurance. Center Activities does not pay employee taxes, process payroll checks, or withhold employee tax shares on behalf of the contractor. If necessary, the Independent Contractor hires, supervises and pays their assistants.

As an Independent Contractor you will be required to obtain a business license. Independent Contractors are also required to obtain their own necessary insurances. It is for this reason that the administrative fee is less for Independent Contractors.

Please notify the Leisure Program Coordinator if you feel that you fall under this category.

Instructor Compensation Information:
Hourly Leisure Class Instructors will be reimbursed 65% of the collected registration fees, 35% will be collected by Center Activities as an administrative fee. If hired as an Independent Contractor you will be reimbursed 80% of the collected registration fees, 20% will be collected by Center Activities as an administrative fee.

The Instructor determines the class fee and the basis for your fee is up to your discretion. In the Center Activities course catalog the class fee is divided into two categories; one for HSU students and one for community members. Please note that HSU students pay an additional fee when they register at HSU to support the University Center and its programs (including Center Activities), therefore, HSU students receive a discount when signing up for Leisure Classes. Your initial requested class fee will be the HSU student discounted fee. The community member class fee will be determined as follows: for class fees between $0 and $50, $5 will be added to your class fee; if your class fee is between $50 and $100, $10 will be added; if the fees are between $100 and $150, $15 will be added.

Administrative Fee:
The purpose of the administrative fee is to cover promotional expenditures such as the production of the course catalog, the website, public service announcements, commercials, course registrations, refunds, staffing, as well as fees associated directly to you as a Center Activities employee (payroll taxes.) In order to offset payroll taxes, and cover overhead costs and promotional expenditures, Center Activities will collect an administrative fee of 35% from the hourly Leisure Instructors employees and 20% from instructors who are Independent Contractors.

Payroll taxes including Worker’s Compensation will be monitored on a semester basis. The above percentage reflects the current payroll tax expenses. If the taxes continue to increase, the administrative fee will be adjusted to reflect those increases. The Leisure Class Instructor contract will indicate the current administrative percentage for each semester.

Instructor Payment:
Payment will be made as a lump sum on the scheduled Humboldt State University Center pay date closest to the ending of the activity. Payments are processed under the Humboldt State University Accounts Payable payroll timeline, which may be obtained from the Leisure Program Coordinator. Payment will be made to assistants as directed, provided personnel paperwork has been completed for each individual.
ADDITIONAL EXPENSES

Additional Personnel:
When a leisure activity requires the services of University personnel “above and beyond” what would ordinarily be provided in everyday operation, the wages of said personnel should be the responsibility of the instructor. Such personnel may include special clean-up personnel or building monitors.

Media Equipment:
If and when an instructor requests the use of media equipment to aid in teaching their Leisure Class, any charges levied upon the program will be passed on to the instructor. Media equipment is currently available in a limited capacity through the University Center at no charge and consists of slide projectors, overhead projector, screens, television and VCR. Computer equipment such as equipment needed for PowerPoint presentations will be assessed a per class fee as a result of Center Activities not owning its own advanced computer equipment and having to pay a fee to reserve it through HSU Media Services. The fee may be waived for a one-time usage but must be discussed with Leisure Program Coordinator in advance.

PROMOTION AND ADVERTISING

The Center Activities course catalog is the primary source of marketing for all of our programs and is published tri-annually, in August (Fall), December (Spring), and May (Summer) with over 25,000 copies printed annually. The publication is distributed to over 30 locations on the HSU campus and over 100 locations throughout Arcata, Eureka, Fortuna, Ferndale, Trinidad and McKinleyville. The catalog is mailed to over 1,000 recipients each semester.

In addition to our course catalog the Center Activities website (www.humboldt.edu/centeractivities) is a great location to expand upon your class descriptions. It also includes a space for instructor biographies and a picture representing you or your class.

Center Activities frequently distributes Public Service Announcements (PSAs) to local radio and television media. These PSAs are a great way to advertise the Leisure Program. Center Activities programs are often also promoted on large banners on the HSU Quad.
Your class will be featured in a general flyer that will be posted on the Center Activities bulletin boards located throughout the HSU campus and select locations in the community. A packet with 30 additional flyers will be provided to instructors to post in additional locations throughout the community 2-4 weeks in advance of the course start date.

If you would like to produce your own flyer, you must first have it reviewed by the Center Activities Leisure Program Coordinator and/or Center Activities Manager. Flyers must include the contact number and logo for Center Activities, as well as the required HSU logo, in order for it to be approved and distributed. The logos can be provided upon request. Your flyers and promotional materials may not contain HSU name, images, or logos commonly associated with the University (other than the required logos), or endorse or imply endorsement of a commercial product or service. Limited assistance with flyers will not be charged.

ADMINISTRATIVE AND GENERAL CLASS INFORMATION

Room Scheduling:
Center Activities is responsible for scheduling University Center and state classroom facilities. Occasionally, due to circumstances beyond our control, room changes may be required. In such instances, Center Activities will notify the instructor and enrolled students as soon as possible.

Registration:
All registrations are done through Center Activities with fees processed through the University Center Accounting Office. Pre-registration for all classes is preferred, although instructors may choose to offer a drop-in option for the opening day of your class. All participants must have a signed waiver before participating in the activity. Any drop in participant past the opening day of the class must be approved by the Leisure Program Coordinator.

Master Roster:
Center Activities maintains a master roster and all registration information is kept at the Center Activities office in the Recreation and Wellness Center. Instructors are responsible for obtaining a copy of the class roster and of registrations lacking signatures before their first class meeting and are responsible for checking to see that everyone has registered and paid for the class. Instructors will be paid only for individuals who have registered for classes.
Class Minimums:
Because most Leisure Instructors are considered “Hourly Employees,” Center Activities must ensure that each instructor is getting paid at least minimum wage. A suggested class minimum is determined by the Leisure Program Coordinator using a formula that takes into consideration the minimum class fee (fee for HSU students), the amount of hours taught for the entire duration of the class, the number of instructors teaching and the current amount for minimum wage. The instructor may then decide whether they wish to increase their minimum class size, or adjust their class fee, but they may not set the class minimum below what was suggested through the formula.

Materials/Supply Fee:
If you will be providing materials for students taking your class and are requesting to be reimbursed for the cost of materials, you will be responsible for collecting the fees from the students. If the students are required to purchase their own supplies, please submit a materials list with your proposal package indicating where supplies can be purchased and the estimated cost of the supplies. The materials list will be given or mailed to registered students. Copying of class materials, such as handouts, is the responsibility of the instructor.

Refunds:
All refunds are done by Center Activities according to the Leisure Class refund policy (please see the policy described below). Customers may attend the first class meeting of a multiple meeting class before registering but must sign a waiver. This offers them an opportunity to meet the instructor and learn more about the class before they commit financially.

Refund Policy:
For courses that meet four or fewer times (including outdoor excursions that have a pre-trip meeting), no refunds or transfers/account credits will be given within seven days prior to the beginning of the activity. Refund requests more than seven days prior to an activity will be assessed a 25% fee. A fee may only be transferred one time. There are no refunds made after the initial transfer is done. For courses that meet five or more times, a full refund will be issued if the participant withdraws prior to the second class meeting. No refunds or transfers/account credits will be issued after the second class meeting.

Evaluations:
Center Activities will provide you with Leisure Class Evaluations to be completed by your students at the end of the course session. Students can fill out the evaluations anonymously. Allow approximately 10 minutes for students to fill out the evaluations at the end of your last class session. Once the evaluations are complete they should be turned in to you. We encourage you to look them over thoroughly. It is an ideal way for you to get feedback on yourself and your class. Once you have looked them over please submit them to the Leisure Program Coordinator – we are required to keep them on file. Please also note that the Leisure Program Coordinator will make an attempt to visit your class at least once for evaluation purposes as well.

Please contact the Center Activities Leisure Program Coordinator with any questions regarding this information at: 707.826.4195.