



DeWitt Area Recreation Authority

1401 W. Herbison Rd.
DeWitt, MI 48820
Phone: (517) 482-5117
Fax: (517) 482-1293

Dear Instructor,

Thank you for your interest in the DeWitt Area Recreation Authority! We are pleased you want to share your talents with our community! We offer classes year round to the DeWitt area.

Here are some steps to partnering with DARA to offer a class:

1. Submit a complete Program Planning form (see attached). We can e-mail you the form if you prefer to type in information.
2. Complete mandatory background check (see attached)
3. If your program is approved, and you have passed a background check, a DARA employee will notify you.
4. You will receive an Independent Contractor Agreement that you will be asked to review, sign and send back. At this time, facility arrangements will be made.
5. Your DARA liaison will discuss marketing with you. Our standard marketing medias are:
 - a. Monthly Newsletter
 - b. DARA Website
 - c. Press Releases to local media
 - d. If you create fliers, we will distribute them throughout the DeWitt Township Community Center, the DeWitt Township Hall and DeWitt City Hall.
6. During the registration period, you can check your registration numbers by calling your liaison or checking the website at www.dewittrecreation.org and clicking on the class. You will be able to view how many spots are still available. Registration for DARA programs begin the first Friday of each month.
7. A registration deadline will be set between your liaison and yourself. This deadline date will be the way for DARA to determine if your class will be held. If your attendance does not meet registration minimums, your class will be cancelled and DARA will issue a full refund to all registrants. If your attendance does meet registration, we will continue to take registrations until the class start date.
8. On your first day of class you will pick up your roster in the DARA office, or if your class is off site, your liaison will make arrangements to get you the roster.
9. You are expected to take attendance for each class and turn that in to your liaison.
10. During the week of your last class, DARA will submit paperwork to pay you, the instructor. Payment will be received within 10 days of your last scheduled class.

11. On your last day of class, DARA will electronically send program evaluations to all participants.

Please complete the attached Independent Contractor Agreement. Within this agreement the revenue sharing percentage will be outlined. The revenue split will generally be 70-30, with 70% going to you, the instructor, and 30% to DARA. DARA does reserve the right to alter the revenue split at their discretion based on the amount of staff time that goes into a program.

If you have any other questions, please feel free to contact me!

We look forward to working with you to promote community and quality of life through leisure services.

Sincerely,

Chad Stevens
Program Coordinator
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