

Dear Contract Class Instructor,

Thank you for your interest in the City of Diamond Bar's Recreation Services Division 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.

Enclosed in your packet you will find class proposal forms for all **2018** sessions, an instructor manual, signed manual attachments, instructor application, supplemental questionnaire, W-9 form, instructor profile, and Business Registration Certificate application. Additionally, I have included copies of participant waivers and a participant comment card for your information. All persons doing business in Diamond Bar must have a business license. Once your class(es) 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 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 handbook for holidays and facility closures, which may affect the dates your classes will be offered.

Please call me at 909.839.7072 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 don't hesitate to call.

Sincerely,

A handwritten signature in black ink that reads "Crystal Knox". The signature is written in a cursive, flowing style.

Crystal Knox
Recreation Supervisor
909-839-7072
CKnox@DiamondBarCA.GOV