



Sebastopol Community Cultural Center INFORMATION GUIDE for New Instructors

Thank you for your interest in teaching a class through the Sebastopol Community Cultural Center! We hold a variety of classes to fill the needs of our community and we are always open to new class ideas. Our instructors are a vital part of our community center and we are happy to bring in new instructors. Welcome!

Our Mission Statement

The Sebastopol Community Cultural Center commits itself to providing community events, educational and recreational classes, social and cultural services and rental use of SCCC facilities. We strive to improve the quality of life in Sebastopol for individuals and the community as a whole.

Submit a Class Proposal

If you are interested in teaching a class, please fill out and submit our class proposal form to the SCCC office or online (www.seb.org). Tell us about your vision for the class and show us your passion for the class subject! Make sure to submit a complete proposal. We accept class proposals year round. However, we have a timeline based on the publication of our seasonal Activity Guide. Come to our New Instructor Orientation held 3 times a year to learn more about the new class proposal process!

Activity Guide Timeline:

- Spring Session: January 1 – May 31 *Deadline: September 7, 2018*
- Summer Session: June 1 – August 31 *Deadline: February 1, 2019*
- Fall Session: September 1 – December 31 *Deadline: May 17, 2019*

New Class Criteria

SCCC strives to hold a variety of educational and recreational classes that improve the quality of life for our community. We are looking for classes that have community interest and fill the underserved needs of our community. It is also important that new instructors have the appropriate qualifications to teach a class.

Proposal Acceptance

Once we receive your class proposal, we will contact you within a few weeks to discuss the next steps!

Instructor Models

Ongoing Renter:

As an ongoing renter, instructors pay a monthly rental fee depending on the room, duration of the class and time of day. Classes are held at the same time weekly, biweekly or monthly. Renters pay for a full month even if they elect not to schedule their class on one or more days of that month. Instructors are responsible for all class registration and class fees and must provide their own insurance documentation. A minimum rental of 3 months is required.

Independent Contractor:

As an independent contractor, instructors are paid on a contractual basis. SCCC pays the instructors 65% of the collected class registration fees for their services, while SCCC retains 35% for



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administrative services. SCCC is responsible for all class registration and class fees. There are three scheduling periods during the year with new class sessions starting at the beginning of each period. A minimum class of 3 months is required.

Workshops:

The workshop model is a great option to try out new class ideas or for classes that are only held for a limited time. Workshops can be held any time throughout the year. The instructors are independent contractors and are paid on a contractual basis. SCCC pays the instructors 50% of the collected workshop registration fees for their services, while SCCC retains 50% for administrative services. SCCC is responsible for all class registration and class fees.

Space & Facility Availability

Classes are held Monday through Friday. We do our best to accommodate all of our instructors, but we make room assignments according to availability of appropriate space within our facility. When filling out the class proposal form, providing alternative days and times helps us find room for your class!

SCCC manages two buildings that both offer a variety of different classroom types and sizes:

- Main Hall: Main Hall, Green Room & Blue Room
- Youth Annex: Main Room, Side Room, Music Room & Conference Room

Class Fees

Class fees are set by the instructor, but are subject to the approval of SCCC. We strive to make all of our classes accessible to the whole community.

Summer Camp Scholarship Program

SCCC is now offering a new summer camp scholarship program – camperships! We want every kid to have the opportunity to participate in our summer camps.

Insurance Requirements

SCCC requires liability insurance for all classes. All rental instructors are required to provide SCCC with a Certificate of Liability Insurance and an Additional Insured Endorsement. All renters will receive a copy of the Insurance Requirement form in the Instructor/Renter packet.

Marketing

SCCC works together with our instructors to market and promote your classes:

- Activity Guide
- Website (www.seb.org)
- Social Media: Facebook and Instagram
- E-Blasts
- Community collaborations with other organizations and schools

We also recommend that our instructors market and promote their classes through:

- *Flyers & Postcards:* Instructors must include "Sebastopol Community Cultural Center" and our logo on all printed material.
- *Online Websites:* Instructors are encouraged to post information about their class to online sites to publicize their class.