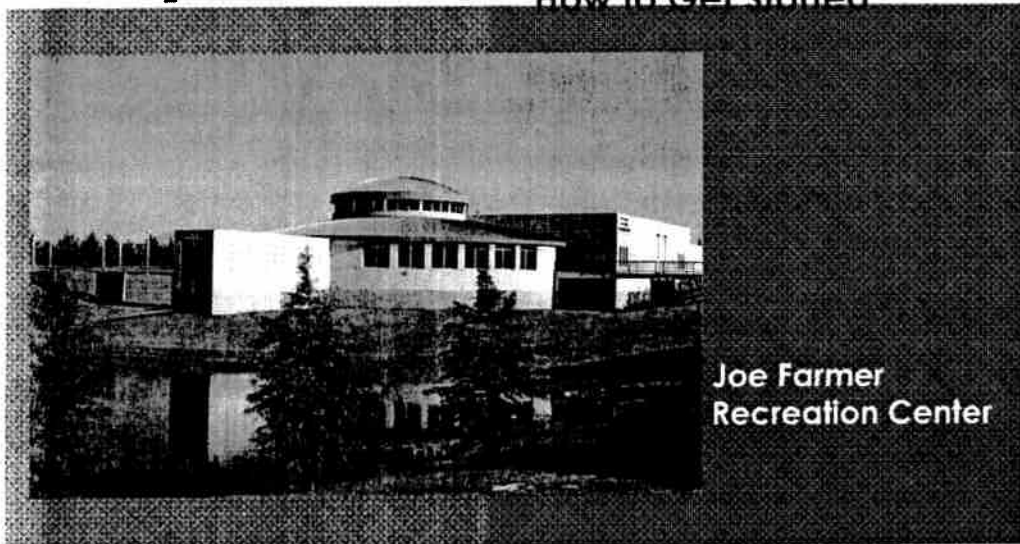


# Proposed Service Provider

How to Get Started



**Joe Farmer  
Recreation Center**



## **Our Department**

### **Mission:**

*"To achieve excellence  
and create fun  
beyond imagination"*

## **About Us**

Thank you for your interest in becoming a service provider with the City of Allen Parks and Recreation Department. We are excited about the possibility of working with you to reach our common goals and to serve our community.

The Parks and Recreation Department is dedicated to building strong families through the provision of recreational opportunities. We believe that the benefit of participating in recreational programs, classes, and events are as important as the activity itself.

## **Joe Farmer Recreation Center Mission:**

*"Provide a fun & pleasurable  
experience while offering  
exceptional customer service  
through a clean, up-to-date  
and professional environment"*

## **Please consider the following questions before completing the attached form**

- Is the program going to enhance recreational, social, or educational experiences as they relate to leisure needs?
- Will the program be provided at a reasonable cost to the participant?
- Would your program be a duplication or in direct competition with another city program?
- Is your program new and innovated or a program that would be in high demand?
- Does your program address the needs of a diverse community?



**Martial Arts**



## Building Knowledge

The City of Allen utilizes service providers to offer recreational services for our community. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors. Call 214-509-4753 if you have any questions.

1. The process begins with the service provider "*proposing*" a course or activity. An information form is enclosed and needs to be completed. The proposal form is then submitted to the City of Allen, Joe Farmer Recreation Center.

2. A programmer will review the proposal, and assess the "*content*" of the course/activity to determine its potential in meeting service needs. The programmer will contact you for a more detailed discussion.

3. Together, the programmer and recreation program supervisor will work with you to determine the specific design of a course/activity in these specific areas: facility suitability, facility availability, fee structure, course time frames, participant minimums or maximums, age ranges, course descriptions, etc.

4. Should your service be mutually agreed upon, a Professional Services Agreement will be provided to you to complete. The agreement will state specifically what courses or services that you are agreeing upon.

## Important Information

- Payments to instructors are processed upon receipt of course attendance sheet at the conclusion of the class. This process usually takes 2-3 weeks.
- Class rosters should be obtained prior to the start of each course. It is important to have the most up-to-date participant information. Classes may be cancelled if minimum enrollment is not met.
- The current contract specifies a 70/30 split of class funds collected, based on registration fees. The instructor receives 70%, and the city retains 30% to cover operating expenses and facility usage.
- All service providers must successfully pass a background check.
- The City of Allen insurance does not cover Service providers.
- The City of Allen does not withhold state or federal income tax, but does report the contractor's income via a 1099 tax form.

- Registration ~ All registration occurs through the recreation center. Instructors will not be permitted to collect money or registration forms. Participants that have not paid may not participate. Each activity is sold as a unit. Participants must pay, in full, at the time of registration.
- Evaluations ~ Participant surveys should be obtained from the front desk, given to participants on the final day of class, and returned to desk staff.
- Promotion ~ City of Allen lists all classes in the Activity Guide, which is mailed to Allen residents. You may create flyers for your course and display them at the recreation facilities. All advertising done by instructor *must reflect only* courses offered at Joe Farmer Recreation Center. They must also get programmer and department approval, and must contain City of Allen Logo.
- Course Cancellation ~ In the event that a class needs to be cancelled, the instructor must contact the programmer immediately. The JFRC staff will contact the participants regarding all cancellations, reschedules, and o



## City of Allen Parks and Recreation

Tell Us About Yourself –

### Proposed Service Provider Information Sheet

Please complete and return to 1201 E. Bethany, Allen, TX 75002  
Use the reverse side for any additional information or comments.

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

\_\_\_\_\_ E-mail Address \_\_\_\_\_

Class Name \_\_\_\_\_ Class Subject \_\_\_\_\_

Objective of Class: (e.g., certificate, etc.) \_\_\_\_\_

What is your experience with this subject area? : \_\_\_\_\_

List your formal training, certifications and/or honors in this subject area: \_\_\_\_\_

Which age group is your target market? Circle all that apply:

Toddler

Preschool

Youth

Adults

Seniors

Describe the format of your class (e.g., 2 hours per week for 4 weeks)

Hours per classes: \_\_\_\_\_ Days per week: \_\_\_\_\_

How many weeks in a session; or is it an ongoing course? \_\_\_\_\_

What time frame and day(s) of the week do you want to offer your class?

Time: Mornings Afternoon Evenings

Day(s): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

What is a competitive fee: \_\_\_\_\_ per class or \_\_\_\_\_ per session

Number of students in class: \_\_\_\_\_ minimum \_\_\_\_\_ maximum

Please provide three references that know about your experience with this subject.

Name	Name	Name
Address	Address	Address
Phone	Phone	Phone
Relationship	Relationship	Relationship