

Special Instructor Paperwork Checklist

Steps to be completed by Recreation Coordinator/Specialist:

Y N/A

- Contract Proposal (*included as part of the Independent Contractor Guide*)
- Program Cost of Service/ Program Proforma
- Individual Contractor Analysis with email approval (*Human Resources Compliance Specialist x7810*)
- Adult Volunteer Information Packet/ Disclosure & Authorization Form for each instructor
(*background check to be completed only after first four items are approved*)
- Vendor Request-Substitute W-9 (*new contracts or renewal if info needs updating*)
- Conflict of Interest Questionnaire
- Signed Special Instructor Agreement
- Liability Insurance Certificate (only if answer is YES to any of the following questions)
 - *Does the program/activity require participants to engage in exercise or heavy physical activity?*
 - *Is the contract with a personal fitness trainer, dog trainer, or involve outdoor recreation?*
 - *Will chemicals be used during the program or activity?*
 - *Is the program/activity considered high risk or "outside the norm"?*
 - *Will the program utilize tools or equipment that could potentially lead to an injury by a participant?*
 - *Is the contract with a company versus an individual?*
 - Liability Insurance certificate lists City of Denton as additional insured
 - Email Approval from Risk Mgmt. approving the Liability Insurance Certificate
- P.O. Request Form (only needed if we will be collecting registration fees and paying contractor)

Completed by: _____ Facility: _____ Extension: _____

Submit completed paper work and/or email approvals to the Recreation Supervisor

Steps to be completed by Recreation Supervisor/Manager:

- Review submitted paperwork
- Submit checklist, approval emails, insurance certificate, Conflict of Interest form, Contract, W-9, and P.O. Request to PARD Time Keeper

Supervisor Approval: _____ Extension: _____ Date submitted: _____