

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PROCEDURES FOR PAID INSTRUCTORS PP 13**

The Trailer Estates Park and Recreation District promotes recreational activities and classes. The Board of Trustees may allocate funds for activities and classes requiring paid instructors. Persons or groups may request funding from the District for paid instructors if the following criteria are met:

1. The class or activity must be open to all residents of the District, regardless of membership in a particular group.
2. There must be a minimum of 10 residents participating in the class or activity.
3. Applications must be received by February 1 of each year in order to be considered for the upcoming budget.

The Seasonal Social and Recreational Trustee will review applications, and will make a recommendation to the Board, based upon the objectives of the class, the instructor's qualifications and cost, current resident/non-resident participation, session length, number of sessions, proposed scheduling of sessions, and facility requirements. If funding is approved by the Board, the Seasonal Social and Recreational Trustee shall be authorized to enter into contracts with instructors up to a maximum of \$ 100 per week for a maximum of 3 hours per week and for a maximum of 15 weeks, set fees for resident and non-resident participation, verify attendance records, collect and distribute monies, discontinue funding for the class or activity if it deviates from the approved application, and otherwise administer the District's program pertaining to the classes or activities being funded by the District.