



Georgetown Divide
Recreation District

Independent Contractor Instructor Handbook & Proposal

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www.gdrd.org

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Introduction

The information in this booklet is intended for instructors. The booklet is a resource for information related to teaching a “fee” class for the Georgetown Divide Recreation District.

The Mission of the GDRD:

“We are committed to providing exceptional, services and facilities that enhance personal growth, recreational enjoyment and community involvement”

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Submitting A Proposal

Thank you for your interest in becoming a Georgetown Divide Recreation District instructor. This booklet is designed to provide you with some basic information about being an independent contract instructor with the GDRD. If you have not picked up the most recent copy of the Partner's Post or our recreation guide, we strongly encourage you to do so to find out what classes we currently offer. You can also find a complete listing of current classes at www.gdrd.org.

Proposal & Criteria

Proposals that fit into one of our areas and meet the following criteria will be considered:

1. Is the program going to enhance the recreational, social and educational needs as it relates to leisure time?
2. Is the program being requested by the citizens of the Divide and is this need documented?
3. Will the program provide an adequate financial return if it is offered?
4. Is the program currently being provided on the Divide, which would create an unnecessary duplication of service or compete directly with programs that the department currently operates?
5. The GDRD currently accepts proposal in the following program areas:

- Adult Activities
- Adult Sports
- Arts & Crafts
- Cooking
- Dance (Children/ Adult)
- Youth Activities
- Youth Camps
- Youth Sports Camps
- Youth Sports
- Senior Activities
- Special Recreation
- Teen/Young Adult
- Tennis
- Tiny Tots
- Health & Fitness
- Nature Activities
- Performing Arts
- Safety Awareness

II. Why teach a class for the GDRD?

People talk about "finding" their lives. In reality, your life is not something you find – it is something you create. David Phillips

The GDRD is a progressive agency, committed to providing recreational and leisure pursuits throughout the new millennium. What can the GDRD offer you as an instructor? Here are just a few features that our department can offer you.

- **The GDRD facilities:**

- Parks

- The Bayley Barn

- Black Oak Mine Unified School District facilities (limited use)

- Greenwood School House

- Greenwood Community Center / Kitchen / Meeting rooms

These facilities are maintained to assure the comfort of instructors and participants.

- The GDRD uses a technologically advanced computer registration system. The “ACTIVE” system allows us to maintain facility booking for your class and to process registration in an efficient manner. Instructors receive attendance reports, waiting list reports, and we can email participant main contacts in all classes. The systems automatically reserve spots for wait listed participants when a cancellation in a class occurs.
- We accept Visa and MasterCard for payments, and participants can register by mail, on-line through the GDRD registration site, fax or in person.
- Priority is given to residents for registration.

III. How to Submit a Proposal

The process is simple. In this booklet are proposal forms are enclosed that you write the information about your program. Please cut out these pages and return them to the Department. Keep the booklet for future reference.

1. Two descriptions are needed. The first one describes your program in detail. The GDRD wants to know what goes on in your class. The second is a written description to sell your program to the public in our Recreation Guide.
2. You must include the dates of your class. You must be specific. Do not leave them blank because a staff member will call you for the dates. All facility information is now computerized. This means a date needs to be entered before a conflict can be detected.
3. You must compute your own price. IRS rules regarding contracting for classes prohibit the Department from setting your price. You can figure your per hour rate in this way. Select the lowest fee per hour you will work, multiply this fee by the number of hours you will spend in teaching this class. Divide this number by the minimum

number of students you will teach. Now, divide this number by .65 (instructors are paid 65% of the fees collected). A Staff member will walk you through the formula.

4. Classes for which the GDRD will not accept proposals for are as follows:
Programs that are similar to programs we currently offer (You should read the most recent copy of our Classes & Activities available on-line at www.gdrd.org)
Programs we have offered in the past that was cancelled (unless you can show that you have the necessary number of participants who are interested).
5. Submitting a Proposal does not guarantee that the class or activity will automatically be added to the GDRD's public recreation offering. Additionally, once added no guarantees are made the GDRD will automatically continue offering the activity or program.

IV. Issues for an Instructor

A. Insurance

1. As an Independent Contractor for the GDRD, there are a few things you should know about liability and insurance. The GDRD is a member of a self-insured insurance pool. This insurance pool known as the CAPRI, and provides the first \$1 million in coverage to all of its members. Each district pays a premium based on the size and payroll. There is a great incentive for having safe programs, and for minimizing liability.
2. CAPRI is the insurance carrier for the GDRD and not for the people or businesses with whom we contract. The CAPRI is there to protect the GDRD and to provide insurance coverage for the recreation departments in the insurance pool. **Therefore, the GDRD's insurance will not defend or pay out on claims brought against a contractor of the GDRD.**
3. It is important that you understand that your contract with the GDRD is as an instructor of a class or program. **It does not in any way provide for insurance coverage for you as an independent contractor.** Therefore, if a liability claim occurs against you and the GDRD, you will be responsible for defending yourself, and potentially for paying a claim brought against you. Someone may file a lawsuit against you, if you have something of value, money, assets or property. Evaluate your assets to see if it is worth losing these without liability insurance.

You can protect yourself by obtaining liability insurance. Diversified Risk can offer inexpensive insurance to you as an independent contractor. Call Diversified at (510) 547-3203 for more information.

The Diversified Risk has given us guidelines for which types of classes an instructor should be required to provide insurance. A judgment is made on the potential for exposure (a claim) based on a common sense approach. Therefore, some sports that have a higher potential for injury, such as gymnastics, aerobics and martial arts, will be riskier than cake baking. We will work with the individual contractor to let you know if you are required to carry insurance. Any contractor not actually required to carry insurance should evaluate his or her own circumstances before determining if you will choose not to carry liability insurance. Keep in mind that the lower the risk, the lower the premium, and if there is a high premium, it probably is because the risk is higher; therefore your exposure to the loss is higher.

B. Refunds, Transfers and Customer Service

The GDRD policy regarding refunds is , we will always refund. This policy relates to transfers also. This is **not** a fixed policy. Often the department grants refunds because of medical problems, work schedule changes, moves out of the area and when customers are dissatisfied.

The GDRD's view on customer satisfaction is that if they can articulate specific concerns and examples of how and why they are dissatisfied with a class, they will get a full refund. It is better to retain a customer than to get into an argument over who is right and who is wrong.

As an instructor, if one of these situations occurs during your class refunds for students could occur.

C. Finger Printing of Contract Instructors

State regulation is in effect regarding fingerprinting employees and volunteers involved in childcare and public recreation programs. Assembly Bill 2986 has amended the Education Code, Chapter 1097 to *“require each employee having direct contact with minors, unless that new employee is credential, to submit on or before the first day of employment, one set of fingerprints to the Department of Justice for obtaining a criminal record summary from the Department of Justice.”* All contract instructors who instruct classes for minors will be required to comply with this new law. The GDRD will fingerprint you free of charge. You must make an appointment and you must take a form filled out by your supervisor to the Police Department. If you are a credential teacher, you may submit a copy of your credential to the GDRD and that will be accepted instead of fingerprinting.

Discounts

Discounts do lower your compensation.

Non-resident Fees

The GDRD does not impose a non-resident fee to individuals who do not reside on the Georgetown Divide.

Percentages for Independent Contractors

The GDRD contracts with Independent Contractors at the rate of 65% of the fees collected for classes held in our facilities or a school facility.

Class Pricing

All Independent Contractors set their prices. The Recreation Coordinator will provide assistance on current market conditions, if requested.

Classroom Set-ups

All Independent Contractors using GDRD Facilities are responsible for their own room set up. The Independent Contractor must always leave the room in the condition in which it was found. This means he/she must clean up any materials (art supplies, papers, etc.) after the class ends. If the facility in which you are, teaching requires a key to open the room or building contact Recreation Coordinator for more information.

Available Equipment includes: Portable Microphone, Overhead Projector, Projector and Screen. Equipment use **must be scheduled** through the GDRD office.

Equipment you cannot use:

Instructors may not use the copy machines, fax machines or computers at any of the facilities. Plan to have copies printed at a local print shop.

Do not ask the staff to use any of these items even for an emergency.

Please note the use of glitter, bubbles, flower petals, rice or birdseed is prohibited in the Facilities!

Americans with Disabilities Act (ADA)

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the GDRD to fully comply with the provisions of the ADA, and to make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so that they can have

an equal opportunity to participate or benefit, unless an undue burden would result. Physical barriers must be removed if removal is readily achievable (i.e. easily accomplished and able to be carried out with out much difficulty or expense). If not, alternative methods of providing the services must be offered. Public accommodations may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

Harassment in the Workplace

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment, whether physical or verbal, destroys morale and impairs teamwork and workplace efficiency.

The GDRD has a strong policy against any form or type of harassment to any person.

It is important for all persons to recognize that harassment based on any of the protected characteristics of race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status and sexual orientation is illegal.

Holidays

The GDRD observes the following Holidays:

New Years Day

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

July 4

Labor Day

Veterans Day

Thanksgiving and the Day after Thanksgiving

Christmas

(The office will be closed on these days)

After Your Proposal Has Been Selected

Receiving Your Contract for Each Session

Each session you will receive a new contract for that specific quarter. Take the time to read your contract and sign the last page. Return the contract intact. Do not remove any pages! A fully executed and signed copy will be sent to you.

Changes to Class Schedule:

Any changes in your class i.e., time, moving people to different classes, skill level, etc. must be cleared with the Recreation Coordinator. This should only occur if absolutely necessary. Changing class location and time is confusing to the public.

Procedures for Cancelling A Class Due to Illness or Emergency

You will be expected to conduct all classes as scheduled except in the case of illness or an emergency. The following procedures must be followed to eliminate any confusion for the GDRD office or participants. If you need to miss a class:

- Notify the Recreation Coordinator
- Call the participants in the class and inform them of the cancellation
- Notify all participants that the class will then meet an extra week to make up the absence

Drop in Registration

Drop in registration is not encouraged for classes. There are rare occasions when we will agree to a drop in fee. This **MUST** be cleared with the Recreation Coordinator prior to offering a drop in fee. If a drop in registration is accepted, it must be turned in with a registration form **EACH** time the student attends the class. Drop in fees are handled the same as full class registration fees. Instructors will be paid their percentage of the drop in fee at the end of each session.

Checking Your Course enrollment

Registration is taken at the GDRD Office and/or on-line. Once registration has started for a new session you can inquire about your enrollment at any time by going to www.gdrd.org or call the GDRD Staff at 823-9090 during regular business hours. There are times when participants will register at the first class meeting. If this occurs, they **MUST** fill out a GDRD registration form and sign it prior to the start of the class. Instructors are required to turn in "in-class registrations" to the GDRD office the following business day.

How and when to pick up your attendance sheet

On the first day of class, you should take attendance. You can go on-line (www.gdrd.org) to print out a roster.

Taking Attendance

It is your responsibility to be certain everyone attending the class has paid and is registered. This may require you take roll for the first two or three weeks. If you have someone that does not show up for class, call them and remind them the class has started. Remember you will not be

paid for people who have not registered. GDRD can not allow people that have not signed a registration form and a waiver/release form to attend classes. **NO EXCEPTIONS or MODIFICATIONS!** Inform individuals who have not paid to do so before continuing the class. You may accept a check, completed registration form from the individual, and drop it in the drop box located at the GDRD office. Participants should either be on your attendance sheet or have receipts before they are admitted to your class.

Note: If you discover that someone owes money, contact the Recreational Coordinator. Any outstanding balances will hold up your payment; we will not pay you for monies we did not collect.

Removing a Student from Your Class

There may be times when a student must be removed from your class due to behavior issues. Should this occur, you must notify the Recreation Coordinator via phone and also submit an Incident Report.

Observation of a Class

We recognize class time is imperative to the student and instructor. When the Recreation Coordinator is observing your class on occasion, there is no need for interruption of the class unless indicated. If you have questions or problems, contact the Recreation Coordinator during regular office hours.

Transporting Participants in Private Vehicles:

GDRD does not allow employees or contractors to transport participants in private vehicles.

Keys

If necessary, you will be issued a key to your classroom. You must sign the key checkout register for the time in which you hold the key. Under no circumstances may you copy the key. If for any reason you need a new key or have lost a key, notify the Recreation Coordinator immediately. **There is a \$50.00 fee for lost keys.** If you are issued a key to a **NON GDRD** facility, loss of the key must be reported immediately. Should this occur, reissue of a key may not be possible.

Class Room Clean up:

You will have to arrange the meeting room yourself. Arrive early with the expectation of helping in setting up your room. All instructors should remember to clean up their rooms after their use. Many rooms have multiple uses during the day and janitorial service is not always available immediately after your program.

No shows

If a participant does not show up for the first class, give the participant a call to remind him or her of the next class, if you have multiple classes. It is the participants' responsibility to remember the classes that they have signed up for, but it is good customer service to call your participants (phone numbers for participants are printed on the attendance sheet.)

Accidents and Incident Reports: THESE MUST BE TURNED INTO THE GDRD MAIN OFFICE IMMEDIATELY. IF SOMETHING OCCURS AFTER REGULAR BUSINESS HOURS, DEPOSIT THE ACCIDENT OR INCIDENT REPORT ON THE GDRD DROP BOX.

An **Incident Report** should be filled out if: If there is an occurrence of an unusual nature during your class. Examples: A parent or participant repeatedly complains about the class, a stranger attempts to enter your class or a participant is unruly during your class.

An **Accident Report** should be filled out if: Anyone is injured during your program. If the student will feel their injury the next day, you should fill out an accident report. Examples: Falling from a chair, tripping and falling or a cut or scrape. As an instructor, you are not required to have CPR and First Aid certifications although it is strongly recommended that you do obtain them. Please remember when you are filling out the accident report, please report the facts. Do not attempt to determine the cause of the accident or provide an opinion of why the accident occurred.

If an accident occurs in your class please follow the procedures listed below:

1. A two-page Accident form should be filled out as completely and thoroughly as possible. This often will be the only written record of accidents and will be most helpful for future reference.
2. After you, complete the forms forward it to a Recreation Coordinator within 24 hours.
3. **Forms are available at the GDRD Office (copies enclosed)**
Due to the cost of printing forms, please pick up only as needed.
4. If you have not taken a First Aid or CPR class, the GDRD encourages you to sign up for one in the future.

Request for Payment

When your class has finished, you will need to complete a copy of the Request for Payment form and submit it to the Recreation Coordinator. Turn in your request on the last day your class meets. If your class meets for several weeks, you may submit your request when there is one week of class remaining. Payments are processed on the 1st and 15th of the month. Instructors can assure prompt payment by making sure there are

no participants with balances, that the beginning and ending dates for your class are listed correctly on the Request for Payment form. Checks will be mailed directly to your mailing address. This book contains one form. You may copy this form if you are offering multiple classes.

Lab Fee Reports

If you are collecting a lab fee, fill out a lab fee report form and the receipts for materials that you purchased. The purpose of this form is to provide the GDRD with the documentation of expenses incurred (list items purchased and receipts) during the class. This information is necessary for our records. The GDRD is aware that some supplies may come from an instructor's own inventory, or that a receipt may be impossible to produce. In these instances, please supply a detailed list of items purchased and the estimated fee per item.

Program Promotion

Promotion by the GDRD

The GDRD will place your description in our Partner's Post which is mailed to mailing address on the Divide—6,800 copies in all. The description will also be listed on the Active internet registration site. The Recreation Guide is available in the local post offices, and schools. The GDRD has over 200 email addresses of past participants that we can send out monthly e mail magazine newsletters to monthly. Each instructor can send email notices to past participants about upcoming programs.

Advertisements

There are several excellent periodicals, which offer low cost advertisements for local businesses.

Gold Country Monthly

Town Crier

Georgetown Gazette

Press Release

Unless you are offering a free class newspapers will no longer print your press releases.

Printed Materials

Flyers and Additional Advertising: If you are planning of doing some of your own advertising for your class, all printed materials must be pre-viewed and approved by the Recreation Coordinator. Printed material should state that the class is offered by the GDRD. Allow enough time for this process.

Special Events

The GDRD occasionally offers special events such as, the Youth Expo or the Georgetown Founders Day. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at the event. Contact the Recreation Coordinator, 823-9090.

Become a Speaker

Contact a local Lions Club, Rotary Club, etc. and volunteer your talents as a speaker on a subject related to your class. Do not forget to plug your class in the speech.

Post Cards

The least expensive method for contacting individuals is via direct mail. Make sure you maintain a good mailing list.

On the Internet

Develop your own Web Site. Contact your local Internet provider for information on how to create a site. Most Internet providers give you free web space as part of your service.

Develop an “e-zine”. Go to any search engine on the web for information on how to do this type of email magazine.

Final Note: Yes, publicity is a lot of work. The questions you have to ask yourself are “How successful do I want to be?” In addition, “How much money do I really want to make?” Instructors who continue with the GDRD session after session are the people who work diligently at all these suggestions. If your class is dropped after one session, consider how much effort you took in making it a success!

S a m p l e

Instructor Name: _____ E-Mail: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Address: _____

Social Security Number of Tax ID#: _____

CONTRACT FOR SERVICES

The Independent Contractor will furnish professional services for the GDRD upon the terms and under the following conditions:

- A. It is understood and agreed that Independent Contractor possesses distinct professional skills in performing the services described below; that GDRD contracts for said services, in that GDRD does not perform these services as a part of its regular business; that Independent Contractor has control over the means and methods of performing these services; that Independent Contractor Understands and believes that services are being performed as an Independent Contractor. Nothing in this contract shall in any way be construed to constitute the Contractor or any of its agents or employees as an agent or employee of this GDRD. Contractor has agreed that the services are personal services and shall not assign or subcontract any portion of this contract.
- B. The Independent Contractor agrees to perform and furnish services for the (Date) as follows: See attached
- C. In consideration of the performance of the contract, the GDRD agrees to pay the Independent Contractor for his/her services within 30 days of class/activity, completion and the Independent Contractor agrees that the payment of 65% of fees collected shall be full compensation for his/her services in performing the contract.
- D. This contract may be canceled by the GDRD only in the event that 1) there is insufficient registration to satisfy the expense of operating the program, 2) sufficient funds have not been appropriated by the GDRD board, or 3) upon breach of the contract by the Independent Contractor to render the services under the contract in a professional manner, considering the type of activity involved. Independent Contractor will be paid only for that part of the contract, which he/she fulfills. If a class, program, or event does not take place because of Independent Contractor's illness, or because of a holiday, it is to be made up at a time selected by the Independent Contractor and

approved by the GDRD. Cancellation of this contract by either party must be done in writing and sent by registered mail to the address of the GDRD and the Independent Contractor within 30 days of the date of cancellation.

- E. The Independent Contractor shall provide his/her own personal tools; supplies and equipment at his/her own cost and shall coordinate all media activities with the Recreation Coordinator overseeing this contract
- F. Payment is for professional services and not as an hourly wage. GDRD will not withhold from such sum any amounts for federal or state income taxes. The Labor Code of the Workers' compensation Laws of California states that an employer must cover employees for work-related injury and illness. The Independent Contractor is not an agent or employee of the Georgetown Divide Recreation District and therefore will not be covered under the GDRD Worker's compensation program. The undersigned individual Independent Contractor understands that no Workers' Compensation benefits will be paid by the GDRD and chooses not to be insured. Additionally, GDRD will not obtain unemployment insurance for the Independent Contractor.
- G. The Independent Contractor attests that they have never been convicted of a crime, including military offenses, other than minor traffic offenses, which resulted in conviction and/or imprisonment. (This information does not necessarily disqualify the applicant from consideration. Details must be provided on a separate sheet of paper.)
- H. The Independent Contractor understands that GDRD is in a self-insurance pool known as the "California Association For Park & Recreation Insurance" referred to as CAPRI. CAPRI is the insurance carrier for GDRD and not the people or businesses with whom we contract. Therefore, the GDRD insurance CAPRI will not defend or pay out claims brought against an independent contractor of GDRD. Therefore, I have evaluated the inherent risks involved in operating my activity and have sufficient insurance coverage. I further understand that as an Independent Contractor, I am responsible for my own insurance and liability coverage.

Emergency Procedures

The need for an emergency evacuation can be for many reasons including fire alarm, earthquake, weather or other hazardous conditions. During an evacuation you are responsible for the participants in your program. These procedures shall be followed when conditions are created which require building evacuation:

- 1 You are responsible to know the evacuation routes in the building.
- 2 Close all doors when you leave.
- 3 Be sure all persons in the area are evacuated and help those who need assistance.
- 4 Be sure you and your class are accounted for and call 911.

Responsibility of Instructors:

- 1 Instructors are expected to ensure the safety and supervision of their participants in the event of an evacuation.
- 2 Instructors should take roll and have their class roster to record everyone at the beginning of the class and after the evacuation.
- 3 After an evacuation instructors will stay with participants under the age of 18 until they have been released to a parent or guardian.
- 4 In the event a parent or guardian does not pick up their participant under the age of 18 after the scheduled class end time, you must stay with the participant or release the participant(s) to GDRD Staff or Police Officer.
- 5 Should an instructor be injured or need to leave immediately they must release their participant(s) under the age of 18 to GDRD Staff or Law Enforcement/Public Safety Officer before leaving.
- 6 Follow all directions of safety personnel and GDRD staff.

Evacuation of the Elderly, Disabled Persons and Children

As the average age of the population increases, the size of elderly clientele is also increasing. While many of these people may have no impairments, many will be limited by the natural and normal restrictions associated with the aging process. These limitations include, but are not limited to mobility impairment, hearing and visual difficulties, speech problems, and reduced mental capabilities. It is essential that you are aware of the capability of persons in your program and provide any assistance to evacuate of the building. One segment of the intent of the Americans with Disabilities Act legislation that has been overlooked is equal exit during emergencies.

Children pose different problems in emergency evaluation procedures. They are normally provided close supervision by parents, or other responsible adults, who provide explicit direction for their daily activities. During a situation that requires emergency evacuation, children cannot be expected to understand or comply with directions designed for adults. If they have become separated from their caregivers, their link to appropriate action has been severed, and they require special assistance. As an instructor you are expected to provide this special assistance as outlined above.

Viewing Class Roster On-line

- Go to www.gdrd.org
- Select “Classes and Activities” tab
- Follow On-line Registration link
- Go to “My Accounts” in the upper right hand corner
- Log in User Name and Password (Check with Recreation Coordinator)
- Note options under “Instructor Services”

Online Registration - Microsoft Internet Explorer provided by CAL Internet Services, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Word Pad Notepad Internet Options

Address http://activenet8.active.com/gdrd/servlet/registrationmain.sdi?source=accountoptions.sdi%3Fonline_site_id%3D0%26function%3Dac...

Google Go Bookmarks PageRank 19 blocked Check

Georgetown Divide
Recreation District

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Account Options for _____

- **Account Activity**
 - [Show Your Daily Schedule](#)
 - [Get a List of Your Deposits](#)
 - [Get a List of Your Credits](#)
 - [Get a List of Prior Transactions](#)
 - [List Transactions That Need Attention](#)
 - [List Scholarships](#)
- **Other Services**
 - [Register for an Activity](#)
 - [Make a Reservation](#)
 - [View Your Shopping Cart](#)
 - [Logoff](#)
- **Personal Information**
 - [Change Your Password](#)
 - [Change Your Address or Personal Information](#)
 - [Change Question Answers](#)
 - [Change Information About Family Members / Friends](#)
- **Account Payments**
 - [Pay on Account](#)
 - [Get a List of Prior Payments](#)
 - [Select / Show Payment Details](#)
- **Instructor Services**
 - [Roster \(brief\)](#)
 - [Roster \(brief with payments\)](#)
 - [Roster \(expanded\)](#)
 - [Attendance Sheet](#)
 - [Attendance Sheet \(daily\)](#)
 - [Email Participants](#)
 - [Enter Activity Pass/Fail](#)
 - [Enter Attendance](#)
 - [Edit Participant Skills](#)