



## OASIS Senior Center Personal Trainer Proposal

Dear Potential Personal Trainer:

Thank you for your interest in becoming a Personal Trainer on a contract basis for the OASIS Senior Center in the City of Newport Beach. Attached you will find a proposal form. Please complete this form and return it as soon as possible since space is limited. Proposals will be reviewed in the order they are received. Once your proposal has been reviewed, you will be contacted regarding its status.

### IMPORTANT INFORMATION:

- The City pays the Contractor 70% of the total enrollment fees collected, minus a \$3 per person administration fee and non-resident fees. For example, if your class fee is \$63, \$3 is deducted and then the Contractor receives 70% of \$60 (for each student enrolled).
- Advertising is provided through the OASIS monthly newsletter which is distributed to all OASIS Senior Center members and the Newport Navigator which is mailed to all Newport Beach residents on a quarterly basis. A flyer will also be created based on the information agreed upon between the Trainer and the OASIS Coordinator. Any additional advertising is the responsibility of the Contractor. Prior to distribution, the Recreation Coordinator must approve all promotional pieces.
- OASIS Senior Center staff receives and processes all registration. Client roster will be available on-line.
- Training content and quality is very important. The OASIS staff reserves the right to observe training at anytime.
- Refunds are granted to students if a request is made 5 days prior to first session beginning.
- The City requires a minimum \$1,000,000 liability insurance coverage. The policy must name the City of Newport Beach as an additional insured with an endorsement letter attached.
- For Personal Trainers contracted for 8 or more days within a year, a business license must be obtained through the City of Newport Beach Revenue Division. The current cost is \$56.75/year. It is the trainer's responsibility to keep this license current. For trainers contracted for 7 or fewer days, no business license is required.

Thank you for your interest in offering your service to the members of the OASIS Fitness Center. Please call me at (949) 718-1821 if you have any questions or if I can offer further assistance or clarification.

Sincerely,

Vicki Chin  
Social Services Coordinator

Attachment: Contract Class Proposal



## Recreation Services Personal Trainer Proposal

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Cell/Pager: ( ) \_\_\_\_\_

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

Do you have Insurance: \_\_\_\_Yes \_\_\_\_No

What Certifications do you have? \_\_\_\_\_

Please write a 25-50 word description of your service (description will be used for promotional materials):

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Please briefly describe your experience in this area:

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Please describe your experience working with seniors: \_\_\_\_\_

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Proposed hourly rate \$ \_\_\_\_\_

Please attach two letters of professional reference regarding your experience, your resume, and any other supplemental material that may assist us in reviewing your proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Thank you for your interest in offering your service at the OASIS Fitness Center. You will be contacted after review of your proposal. Please call (949)718-1821 if you have any questions. Return form to:

OASIS Senior Center  
Attn: Vicki Chin / Physical Training Proposal  
800 Marguerite Ave  
Corona del Mar, CA 92625  
FAX: (949)640-7364  
E-Mail: [vchin@newportbeachca.gov](mailto:vchin@newportbeachca.gov)