



## New Class Proposal

**Please complete all items on this form and return it to the address listed at the bottom of this page. Use a separate form for each class you propose to teach. Please note:**

- All classes are scheduled at the discretion of the Recreation Supervisor over the program area.
- A submitted proposal is NOT an approved class. We will contact you only if we plan to schedule your proposed class.
- If your proposal is selected, you will be contacted by a supervisor to finalize arrangements and complete the necessary paperwork.
- You do not need to resubmit a proposal for the same class each season - we keep all proposals on file and will contact you if we'd like to use it in the future.
- We schedule one season ahead (ex. if it is currently summer, we are scheduling for fall), according to the following deadlines:

Fall submissions - due May 1<sup>st</sup>  
 Winter submissions - due August 15<sup>th</sup>  
 Spring/Summer submissions - due December 1<sup>st</sup>

<b>Instructor Name:</b>	
<b>Instructor E-Mail:</b>	
<b>Instructor Address:</b>	<b>Zip:</b>
<b>Home Phone:</b>	<b>Work/Cell Phone:</b>

<b>Proposed Class Information</b>
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<b>Class Title:</b>
<b>Course fee</b> - Please provide an estimated course fee (per person): \$
<b>Propose Pay Requirements</b> - <input type="checkbox"/> Hourly <input type="checkbox"/> Contract/Percentage <input type="checkbox"/> Flat Fee Please indicate amount: \$
<b>Equipment</b> - Please indicate any special room or equipment needed (i.e. TV/DVD, projector, home ec. room):

<b>Schedule:</b>					
Day(s) of week	# of weeks	Start date	End date	Start time	End time

Please indicate which season you would like to teach:

Fall (Sept-Dec)     Winter (Jan-Mar)     Spring (Apr-June)     Summer (July-Aug)

Are you interested in teaching:

Adults     Seniors (Daytime)     Youth     After School/No School Day Programs

Are you a certified classroom teacher?  Yes     No

Have you taught this course for other community education departments or agencies?  Yes     No

If yes, please describe:

**Description of proposed class (50 words max.)** - Good class descriptions contain a short, catchy first sentence, information about what participants will gain from the class, and any expectations about previous experience that participants need to be successful. Also include pertinent biographical information, experience or certificates, and something interesting that might attract potential participants:

**Teaching Method:**     Lecture     Group Discussion     Simulation/Demo     Hands-On  
**Describe:**

**What will students know by the end of the course?**

**Instructor Qualifications** - Please give a short summary of your background and qualifications, highlighting the experience you will bring to this class (proof of certification may be required):

**References:**

Name:  
Address:  
Organization/relationship:  
Phone:

Name:  
Address:  
Organization/relationship:  
Phone:

Your Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_