



# Winter/Spring 2016 Class Proposal Form for RECreate! For Central Point Parks and Recreation Programs

**Deadline: Friday, October 23**

Classes will run January 4 – April 30

*If you will be submitting for multiple classes, please use a separate proposal form for each class.*

Today's Date: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Instructor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

What is the best way to reach you?  Phone  Email

Name of Class: \_\_\_\_\_

Class Description:  New Class Description  Please use description from last guide (repeat classes only)

If this is a New Class, please provide a brief description of your class answering the following questions: Is the class beginning or intermediate level? What will be learned or taught? **This is the description used in the activity guide.** (If you have a high quality digital photograph you would to use for your class listing, let us know.)

Please list all items student needs to bring for class (if participants need supplies please list the type and quantity.) If there are any additional class fees for supplies, please list them here.

\_\_\_\_\_  
 \_\_\_\_\_

### Class Size & Age Restrictions

Max # of participants: \_\_\_\_\_ Minimum Age: \_\_\_\_\_ Maximum Age: \_\_\_\_\_

### Location - (Room Preference)

City Hall Room 1  Computer Classroom  Recreation A  Recreation B  City Council Chambers  
 Park  School (specify) \_\_\_\_\_  Other \_\_\_\_\_

Items needed for your room (Number of tables, chairs, sink, whiteboard, overhead projector, TV, DVD, Etc.)

\_\_\_\_\_  
 \_\_\_\_\_

**Please list day(s) and time range that you prefer for your class – if your preferred day/time is not available we will contact you for rescheduling. (Please list multiple sessions on next page.)**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  One Day Workshop

# of classes/session: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**Additional sessions – must be for the same class listed above**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  One Day Workshop

# of classes/session: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**Additional sessions – must be for the same class listed above**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  One Day Workshop

# of classes/session: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**Additional sessions – must be for the same class listed above**

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  One Day Workshop

# of classes/session: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

**Instructor Questions**

Do you want your name listed on advertisements for this class?  Yes  No

Do you want your home number/email given out if people have specific questions?  Yes  No

**Compensation Requested – choose either Contracted or Part Time**

Contracted \$ \_\_\_\_\_/class Part-Time Temporary \$ \_\_\_\_\_/hour

*Contracted Pay: To be accepted as a contractor, you must provide proof of insurance and purchase an annual city business license. Background check required for instructors working with children.*

*Part-Time Pay: All part-time instructors will be hired through Barrett Business Services (BBS) which requires drug testing. Sign up with BBS will not occur until we know that the class will go forward.*

Submission of a Class Proposal is NOT a guarantee that this class has been approved. A meeting with Parks and Recreation Staff is required prior to final submission in the guide. Classes that are submitted after the deadline date may be moved to the next guide.

**Signature of Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Recreation Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail Or Deliver To:**

Parks & Recreation Department  
Attn. Dave Jacob  
140 S Third Street  
Central Point, OR 97502

**Phone:** (541) 423-1012  
**E-mail:** dave.jacob@centralpointoregon.gov  
**Fax:** (541) 664-6384