

CLASS PROPOSAL FORM

INSTRUCTIONS: Please provide the following information, typed or handwritten, as neat and complete as possible. You may attach a resume or any other supportive materials with this proposal form. Please return these items to:



El Dorado Hills CSD Recreation Department
1021 Harvard Way
El Dorado Hills, CA 95762
(916) 933-6624 or fax (916) 941-1627

I. Instructor Information

Name: _____ Business License # _____

Address: _____
street city state zip

Business Name (if applicable) _____

Home Phone: () _____ Day Phone: () _____

Social Security Number: - - or Tax I.D. #: _____

Proposed Class Title/Subject: _____

A. Experience/ background in proposed class/ activity:

B. Experience working with public and particular age groups targeted for this class/ activity
(include paid and volunteer):

C. Education, certificates, and training related to proposed class/ activity:

D. References (Personal and professional):

Name: _____ Years Known: _____

Address: _____

Position: _____ Phone: () _____

Name: _____ Years Known: _____

Address: _____

Position: _____ Phone: () _____

Name: _____ Years Known: _____

Address: _____

Position: _____ Phone: () _____

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II. Program Information

Session Period: Spring (Jan-April) Summer (May-August) Fall/Winter (Sept-Dec)

Class Category: Youth Teen Adult Age range if under 18 years _____

A. Proposed Class Title: _____

B. Class/ Activity outline is **attached**: Yes ___ No ___

C. Class/ Activity description as you would like to see it in advertising: _____

D. Desired class/ activity length:

of hours: _____ # times per week: _____ # of weeks: _____

May students enroll after the first class? Yes No

E. Preferred days of the week and time:

1st choice day _____ time _____

2nd choice day _____ time _____

F. Recommended class/ activity fee: \$ _____

(Please note the CSD charges a non-resident surcharge of \$5 that is retained by the district. There is also a \$2 - \$4 administrative fee per participant retained by the CSD.)

G. Recommended materials fee:

_____ Included in class fee; instructor will provide all necessary materials at class

_____ Not included in class fee; student to acquire materials/supplies and bring to class;

NOTE - Please attach necessary materials/supply list

_____ Not included in class fee; student to purchase from instructor; approximate cost \$ _____

_____ Other: _____

H. Enrollment requirements: Min. # of participants: _____

Max. # of participants: _____

I. Participants age range: _____ to _____

(El Dorado Hills CSD requires a fingerprint check/clearance for all Independent Contractors who work with minors.)

J. Facility needed: _____

K. Equipment requested (tables, chairs, etc.): _____

L. Instructor Bio Information:
