# CLASS PROPOSAL FORM

## Instructor Information

<table>
<thead>
<tr>
<th>Instructor __________________________</th>
<th>Winter/Spring ☐ Summer/Fall ☐ Year: ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address ____________________________</td>
<td>City __________________________ Zip ________</td>
</tr>
<tr>
<td>Phone ______________________________</td>
<td>Cell __________________________________________</td>
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<tr>
<td>Email ______________________________</td>
<td>Social Security # ____________________________</td>
</tr>
<tr>
<td>Students may contact me by ☐ Phone ☐ Cell ☐ Email ☐ None</td>
<td></td>
</tr>
</tbody>
</table>

Do you have bilingual Spanish skills? (not required) ☐ YES ☐ NO

## Class Information

<table>
<thead>
<tr>
<th>Class Name __________________________</th>
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</table>

Objectives of the Class:

1. ________________________________________
2. ________________________________________
3. ________________________________________

Class Description (printed in activity guide, 150 word max.):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Facility Requirements (tables, chairs, etc.):

______________________________________________________________________________
______________________________________________________________________________

Supplies students should bring, buy, or wear to class (be specific):

______________________________________________________________________________
______________________________________________________________________________

<table>
<thead>
<tr>
<th>Session 1</th>
<th>Session 2</th>
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</thead>
<tbody>
<tr>
<td>Start date: _______ End date: _______</td>
<td>Start date: _______ End date: _______</td>
</tr>
<tr>
<td>Number of weeks: ____________</td>
<td>Number of weeks: ____________</td>
</tr>
<tr>
<td>Day(s) to meet: ______________</td>
<td>Day(s) to meet: ______________</td>
</tr>
<tr>
<td>Hours: From _______ To _______</td>
<td>Hours: From _______ To _______</td>
</tr>
</tbody>
</table>

No class on (holiday observation):

______________________________________________________________________________

PLEASE COMPLETE BOTH SIDES OF THIS FORM
Ages (include specific ages):

Children _____________________
Adults _______________________
Seniors ______________________
Minimum # participants __________
Maximum # participants __________

Location – First Choice _____________________
Location – Second Choice _____________________

Fees:
Program/Class Fee $_______________________
Materials Fee $____________________________
List materials:

Instructor References
Please list at least two references that may be contacted in regards to your class proposal.

Name

Address

Phone

______________________________________________________________________________

Please attach any applicable flyers, letters of recommendation, résumés, etc.

PLEASE SEND COMPLETED FORM TO:
Watsonville Parks & Community Services
231 Union Street
Watsonville, CA 95076
Fax: (831) 763-4078

FOR OFFICE USE ONLY

Class Details:
Percentage Pay ________ Registration Deadline: ______________ Location of Class _______________________
Outreach Strategy ___________________________________________________________________________________________
Approved _____ Not Approved _____ Date_______ Approved by: ________________________________
Class Held? YES / NO Number of participants: _____________
# of Surveys Received __________ % of participants satisfied with class _______

Rescheduling:
New Start Date __________ New End Date __________ New Times _______

Cancellation Procedure (if applicable):
Instructor Notified (date) __________ Support Staff Notified (date) __________ Participants Notified (date) __________
Request for reimbursement filed (date) __________ Reimbursements complete (date) __________
Notes/Suggested Recommendations:
______________________________________________________________________________

PLEASE COMPLETE BOTH SIDES OF THIS FORM
Class Planner
(Submit one for each new class request - make copies as needed)

Class Name: ________________________________
Instructor Name: ________________________________

Course Objectives:
1. __________________________________________
2. __________________________________________
3. __________________________________________

Class 1 Date ________________________________

Class objective __________________________________________
Activity 1 __________________________________________
Activity 2 __________________________________________
Activity 3 __________________________________________
Test/HW __________________________________________

Class 2 Date ________________________________

Class objective __________________________________________
Activity 1 __________________________________________
Activity 2 __________________________________________
Activity 3 __________________________________________
Test/HW __________________________________________

Class 3 Date ________________________________

Class objective __________________________________________
Activity 1 __________________________________________
Activity 2 __________________________________________
Activity 3 __________________________________________
Test/HW __________________________________________

Class 4 Date ________________________________

Class objective __________________________________________
Activity 1 __________________________________________
Activity 2 __________________________________________
Activity 3 __________________________________________
Test/HW __________________________________________

PLEASE COMPLETE BOTH SIDES OF THIS FORM
<table>
<thead>
<tr>
<th>Class 5 Date</th>
<th>Class objective</th>
<th>Activity 1</th>
<th>Activity 2</th>
<th>Activity 3</th>
<th>Test/HW</th>
</tr>
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<tbody>
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<tr>
<td>Class 6 Date</td>
<td>Class objective</td>
<td>Activity 1</td>
<td>Activity 2</td>
<td>Activity 3</td>
<td>Test/HW</td>
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<tr>
<td>Class 7 Date</td>
<td>Class objective</td>
<td>Activity 1</td>
<td>Activity 2</td>
<td>Activity 3</td>
<td>Test/HW</td>
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<tr>
<td>Class 8 Date</td>
<td>Class objective</td>
<td>Activity 1</td>
<td>Activity 2</td>
<td>Activity 3</td>
<td>Test/HW</td>
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<tr>
<td>Class 9 Date</td>
<td>Class objective</td>
<td>Activity 1</td>
<td>Activity 2</td>
<td>Activity 3</td>
<td>Test/HW</td>
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<tr>
<td>Class 10 Date</td>
<td>Class objective</td>
<td>Activity 1</td>
<td>Activity 2</td>
<td>Activity 3</td>
<td>Test/HW</td>
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