



Mission Oaks Recreation and Park District
CLASS PROPOSAL FORM - FOR NEW & RETURNING CONTRACTORS
(Please provide separate forms for each class or age group)

INSTRUCTOR INFORMATION		
Last Name:		First Name:
Name of Business or Organization		
Current address:		
City:	State:	ZIP Code:
Phone: ()	Email:	
Your Experience and Qualifications:		
CLASS DESCRIPTION		
PROPOSED CLASS TITLE:		
Class Description for Activity Guide (50 words max)		
Have you taught this class before?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Location:		Dates:
May we contact them as a reference?		<input type="checkbox"/> YES <input type="checkbox"/> NO Phone: ()
CLASS INFORMATION		
Class Length (1day, 4wks, 6wks, etc):		
Do you have a preference to teach this class? <input type="checkbox"/> Weekdays Mornings <input type="checkbox"/> Weekday Evenings <input type="checkbox"/> Weekends		
Day(s)/time(s) you'd prefer?		Day(s) /time(s) you can't teach?
Age Min:	Age Max:	Min. Enrollment: Max. Enrollment:
Registration Fee:		Materials Fee:
Target Age Group (circle): Preschool (ages 2-5) Teens (13-17) School Age (6-12) Adults (18 & up) Mature Adults (50 & better)		
REFERENCES		
Please provide 3 references with phone numbers		
Name:	Phone:	
Name:	Phone:	
Name:	Phone:	
Signature of applicant:		Date:



Days	Start/End Date(s) <i>Preference</i>	Start/End Time(s) <i>Preference</i>	No Class Dates (i.e. Holidays)	# of Classes per session	Suggested Course Fee

CLASS INFORMATION

Equipment you will need the District to furnish for your program (check all that are needed):

- Rectangular Tables # _____
- Round Tables # _____
- Chairs # _____

Audio/Video Equipment needed:

- TV or DVD Player
- Projector/Screen
- Sound System
- Computer/Lap Top Hook-up

Type of facility needed:

- Classroom (tables & chairs)
- Gymnasium
- Outdoor Location
- Dance/Aerobics Room
- Indoor open floor space
- Instructor will utilize his or her own facility
- Other: (Please describe) _____

Please state any size requirements or other considerations for the facility you will need (i.e. storage)
