City of Fullerton

Proposal Form for Contract Class Instructors

Please complete the proposal form information requested below and return it to: "Contract Coordinator" Parks and Recreation Department, 303 W. Commonwealth Avenue, Fullerton, CA 92832.

Once we have reviewed this form, you may be asked to appear for an interview.

This information will assist us in determining whether we wish to offer your class or workshop. It will also help us in preparing publicity for your class, in selecting the appropriate facility in which to hold the class, and in preparing a facility to accommodate your class.

Class is being considered for: _____

Name: _____ Date: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone: (Home) ____ - _____ (Work) ____ - _____ Social Security #: _____
(Cell) ____ - _____ (Fax)____ - _____ (E-mail) _____

Proposed Class/Workshop:

Class Title: _____

Class Description: (Please write a short, concise and descriptive paragraph (50 words or less) about your class which tells students exactly what they can expect to learn in your class. This paragraph may also be used in the Fullerton Connect.)

_____
_____
_____
_____
_____

Class Specifics:

How many weeks will class be taught? _____ Time duration of each class? _____
Preferred day(s) of week: _____ Preferred time of day: _____-_____
Age requirements: _____ Class Minimum: _____ Class Maximum: _____
Will you accept "in-class registration"? _____ Can we give your phone# to prospective students?_____
Will participants be required to provide any supplies or pay a material fee? ____ If so, how much?_____
Proposed Class Fee: _____ (NOTE: The City of Fullerton has a 50%-50% split with instructors, in addition to a $5 administrative fee which is not split with instructors)

Facility Needed: (Draw class table/chair set-up on reverse side if necessary)

What size room? _____ Approximate number of Tables and Chairs? _____
Blackboard?_____ Electrical Outlets?_____ Sink? _____ Others?_____

Instructor Information:

Experience in designated activity:

_____
_____
_____

References: (Please provide at least three.)

Name	Relationship	Phone #