

CLASS FORMAT FOR ACTIVITY GUIDE

Examples of Correct Formatting



PRE-BALLET

Sparkle and dream as our little princesses and sugar plum fairies are introduced to the wonderful world of ballet. Students will learn proper basic ballet technique, coordination, and focus in a warm loving environment. Attire: proper dancewear, soft ballet shoes. No athletic shoes or hard sole shoes.

Instructor: Paula Johnson

Location: Community & Cultural Center, Mira Monte Room

Activity#	Date	Day	Time	Age	Sessions
	6/15-7/27*	F	3:30pm-4:15pm	3-4yrs	6

*No Class 7/6

Min/Max: 6/20



CERAMICS FOR YOUTH

This is a great opportunity for young potters to get practical, hands-on experience in ceramics, combining both wheel and hand work to make nicely finished projects. Come try the wheel and also make some sculptural pieces- there's something for everybody to enjoy in this class!

Instructor: Jane Rekedal

Location: Community & Cultural Center, Poppy Jasper Room

Activity#	Date	Day	Time	Age	Sessions
	6/20-8/8*	W	4pm-5:30pm	7-13 years	6
	9/12-10/24	W	4pm-5:30pm	7-13 years	7
	11/7-12/19*	W	4pm-5:30pm	7-13 years	6

*No class on 7/4, 7/25, 11/21

6 week session

Resident: \$109 / CRC Member: \$99

Non Resident: \$119 / CRC Member: \$109

7 week session

Resident: \$126 / CRC Member: \$116

Non Resident: \$136 / CRC Member: \$126

Min/Max: 5/12

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YOUTH NINJITSU

The fun atmosphere of the pre-teen classes encourages self confidence, activity and focus. Children learn safe rolling techniques, balance, and self defense skills.

Instructor: Bernie Flannigan

Location: Centennial Recreation Center, Activity Room #1

Activity#	Date	Day	Time	Age	Sessions
	1/3-1/31	T/TH	6:30pm-7:30pm	6-12yrs	8
	2/2-2/28	T/TH	6:30pm-7:30pm	6-12yrs	8
	3/4-3/27	T/TH	6:30pm-7:30pm	6-12yrs	8

Material Fee: \$50 (uniform to be paid to instructor the first day of class)

Resident: \$45 / CRC Member: \$35

Non Resident: \$65 / CRC Member: \$55

Min/Max: 5/20

Detailed Information about formatting

- Class Title**- Should be in CAPS and Bold. (No more than 20 spaces long)
- Development Asset Symbol** –Choose a minimum of 1 developmental asset symbols, but no more than three (NEW)
- Class Description**- Align to the left of the page. (No more than 50 words long)
- Instructor**- List instructor name. If the instructor name should not be listed for any reason, please list CRC Staff, AC Staff or CCC Staff according to location.
- Location**- List the facility name first followed by a comma and the specific room. Should be completely in Bold text.
- Activity Info**- Bold all column titles including: Activity#, Date, Day Time, Age and Sessions.
- Activity#**- Leave this column blank
- Dates**- Make sure there are no zeros listed ahead of the numbers. (Example: 3/10-4/5, not 03/10-04/05)

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9. **Days-** Please use the following example for your days:
- Sunday=SU,
 - Monday=M,
 - Tuesday=T,
 - Wednesday=W,
 - Thursday=TH,
 - Friday=F,
 - Saturday=SA.
- h. If the class is more than one day a week use the “/” between the letters. (Example: M/W) If the class is consecutive days in a row use the “-“ between the first day and last day of the class. (Example: M-F)
10. **Time-** Make sure both the start and end time have either the “am” or “pm” indicated. Do not use zeros unless they are necessary for the time. (Example: **11am-12:30pm, not 11:00am-12:30pm; 5pm-6pm, not 5:00-6:00pm**)
11. **Age-** Please pay close attention to the following examples:
- | | | |
|----|------------------|------------------------|
| a. | 18yrs+ | NOT 18+yrs |
| b. | 2 ½ -5yrs | NOT 2.5-5yrs |
| c. | 3-6yrs | NOT 3yrs – 6yrs |
12. **Sessions-** Make sure the number of times the class will meet is listed in this section.
13. **Fees-** If there is a material fee please list that. Make sure classes have all 4 fees. Please attention to the formatting of fees. (**Resident(not plural) : \$00**)
14. **Min/Max-** All classes should have the min/max listed under the fees.
15. **Tabs-** Do not use the space bar when moving from one column to the next. Please make sure you click TAB. This is EXTREMELY important for our format.

Miscellaneous Standards for everything

- Phone numbers** – **408.310.4277** (not (408) 310-4277 or 310-4277)
- Fees** - **\$100** (not \$100.00)
- Ages/Times/Dates/Days of Week** – same a formatting for classes