



New Instructor Class Proposal

City of Morgan Hill Recreation & Community Services

Before completing this application, review our Activity Guide at <http://www.morgan-hill.ca.gov/285/Recreation-Activity-Guide> to see the types of activities offered by the City of Morgan Hill. Should your class proposal be a match with our needs, you will be contacted by the Contract Class Specialist. Completion of this information form does not imply a contract. Therefore, no guarantees are made for the proposed class to be offered by the City of Morgan Hill Recreation & Community Services Department.

Name: _____

Proposed class(es): _____

Address: _____

City & Zip: _____

Home #: _____

Cell #: _____

Organization: _____

Work #: _____

Email: _____

Website: _____

Schedule

Proposed meeting days: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Time: From: _____ To: _____

Total # of weeks class will meet: _____

Facility and Equipment

Type of room or facility needed: Classroom Gym Park/Field/Court Dance Studio

Room/Facility Amenities Required (please circle all that apply):

Water/Sink

Chairs

Tables

Whiteboard

Projector

Natural Lighting

Equipment Storage

Specific Flooring: _____

Is there a materials/lab fee? Yes No

If "yes", how much is the fee? \$ _____

If yes, what does the materials/lab fee cover?

Is there special clothing or materials required of the student in order to participate? Yes No

If yes, please describe:

If "Yes", what is the estimated cost per student to obtain these items? \$ _____

Participants

Minimum # of participants: _____ Maximum # of participants: _____

Age level of students: Age _____ to _____

Is there a specific skill level you prefer to teach?

Yes

No

If "Yes", indicate which level:

Beginner

Some Experience

Advanced

Expert

Proposed Class Overview

Class(es) Description:

Please describe the goals you would like participants to achieve by attending class.

Qualifications

Outline your education, background, experience, and certifications that qualify you to teach this class (attach copies of certifications, resume, and/or bio):

Where have you previously taught this class and where are you currently teaching?

Advertising and Marketing (how do you plan to promote the class to get participants to sign up):

Please list two (2) references/supervisors who are familiar with your abilities to teach this class:

Name _____

Name _____

Title _____

Title _____

Organization _____

Organization _____

Phone _____

Phone _____

Email _____

Email _____

I hereby certify that all statements on this application are true and give my permission for any necessary verification.

Name (please print) _____

Signature _____

Date _____