

**CITY OF SAN LUIS OBISPO PARKS AND RECREATION DEPARTMENT
INFORMATION SHEET FOR PROPOSED CLASS
Winter/Spring 2011**

NAME OF PROPOSED CLASS: _____

INSTRUCTOR: _____ PHONE: _____

ADDRESS: _____ CITY: _____

EMAIL: _____

INSTRUCTOR'S SOCIAL SECURITY NUMBER: _____
(NEEDED TO PAY YOU)

DO YOU MEET THE FOLLOWING REQUIREMENTS?

1). ABLE TO PROVIDE A BUSINESS LICENSE YES ___ NO ___

2). ABLE TO PROVIDE A GENERAL LIABILITY INSURANCE POLICY NAMING THE CITY OF SAN LUIS OBISPO ADDITIONALLY INSURED YES ___ NO ___

3) ABLE TO PAY A FINGERPRINTING FEE OF \$32 YES ___ NO ___

PROPOSED NUMBER OF WEEKS FOR YOUR CLASS TO MEET: _____ DAY(S) OF WEEK: _____

TIME: _____ AM / PM TO _____ AM / PM

LOCATION YOU WOULD LIKE TO SEE YOUR CLASS HELD: _____

FEE YOU WOULD LIKE TO CHARGE: \$ _____

IS THIS TO BE A PER CLASS, MONTH OR SESSION CHARGE?: _____

IF THERE IS A MATERIALS CHARGE, HOW MUCH? \$ _____

WHAT DOES THE MATERIALS FEE COVER? _____

WILL YOU PRORATE? _____

DATES YOUR CLASS IS TO MEET: _____

MINIMUM NUMBER OF PARTICIPANTS NEEDED FOR YOUR CLASS TO BE HELD: _____

MAXIMUM NUMBER OF PARTICIPANTS YOU CAN HANDLE: _____

AGE RANGE OF STUDENTS: _____

(IF YOU ARE TEACHING CHILDREN, INDICATE YOUNGEST AGE YOU CAN HANDLE)

IS THERE A SPECIFIC SKILL LEVEL YOU WOULD PREFER TO TEACH? IF YES, PLEASE INDICATE WHAT LEVEL YOU WILL BE TEACHING.

ARE THERE ANY SPECIAL CLOTHING OR MATERIALS THAT ARE REQUIRED BY THE STUDENT IN ORDER TO PARTICIPATE IN THE CLASS?

Class Instructor Handbook

CLASS INFORMATION PAGE 2

CLASS DESCRIPTION:

GOALS & OBJECTIVES YOU INTEND TO ACHIEVE IN TEACHING YOUR CLASS:

COURSE OUTLINE:

PLEASE INDICATE YOUR BACKGROUND AND EXPERIENCE AS IT RELATES TO THIS CLASS:

PLEASE LIST THREE REFERENCES FROM PEOPLE WHO KNOW OF YOUR ABILITIES TO TEACH THIS CLASS (REFERENCES WILL BE CHECKED SO PLEASE LIST ACCURATE PHONE NUMBERS AND ADDRESSES)

1.

NAME	ADDRESS	CITY	PHONE
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2.

NAME	ADDRESS	CITY	PHONE
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3.

NAME	ADDRESS	CITY	PHONE
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*PLEASE ATTACH TWO SAMPLE LESSON PLANS FROM YOUR COURSE TO THIS SHEET.

AFTER REVIEW OF THE INFORMATION YOU HAVE PROVIDED AND YOUR REFERENCES CHECKED, YOU WILL BE CONTACTED BY THE PARKS & RECREATION CONTRACT SPECIALIST IF YOUR CLASS IS ACCEPTED OR NOT. COMPLETION OF THIS INFORMATION SHEET DOES NOT IMPLY A CONTRACT THEREFORE, NO GUARANTEES CAN BE MADE FOR THE PROPOSED CLASS TO BE OFFERED BY THE SAN LUIS OBISPO PARKS & RECREATION DEPARTMENT. CLASSES ARE SCHEDULED SUBJECT TO AVAILABILITY OF FACILITIES.