

West Side Recreation & Park District

500 Cascade Place, Taft CA 93268
661-763-4246 * www.wsrpd.com * lisa@wsrpd.com



Dear Potential Instructor:

Thank you for your interest in the Recreation District. It is our goal to enhance the quality of life by providing classes and programs that meet the recreational interests and needs of the community. We currently offer several special interest classes, all taught by independent contracted instructors.

Enclosed you will find a "New Class Proposal" form. Please read it over carefully and consider the following questions:

- X Is the program going to enhance recreational, social and educational needs?
- X Will the program provide adequate financial return if it is offered, while still remaining reasonable to the participant?
- X Is the program currently offered by the Recreation District? Would your proposed program be a duplication or in direct competition with a current program?
- X Has this program been requested by the community? If so, please provide supporting information.

Be sure to fill out the enclosed form as completely as possible. It will enable us to evaluate your program and assess its ability to meet the needs of our community.

You may view the Recreation District's current class offerings online at:

www.wsrpd.com

Thank you for your time and interest in the Recreation District. **Please complete the attached proposal (in full) and return at your earliest convenience, via email, postal mail or in person.** Addresses are listed above. If you have any questions, please contact me at your earliest convenience.

Most Sincerely,

Lisa Canales
Business Services Coordinator

West Side Recreation & Park District
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NEW CLASS PROPOSAL

Name: _____

Complete Address: _____

Phone: _____ Cell Phone: _____

Email: _____

PROPOSED PROGRAM/CLASS INFORMATION

Class Title: _____

Class Goals/Objectives: _____

Class Description (used to assist in publicity – flyers, website, newspaper):

Age Group: _____ Participant Requirements: Min. # _____ Max. # _____

Desired Day of Week: _____ Desired Time: _____

Monthly, ongoing class Session class (predetermined number of weeks)

The District reserves the right to set class fees. Do you have a recommendation? _____

How much prep time is needed at each class meeting for set-up? _____ Clean up? _____

What skill levels does this program cover (beg-adv)? _____

PARTICIPANT INFORMATION

Will outside materials need to be purchased by the participant? Yes No

If so, please list cost and where items may be purchased: _____

Will materials be needed for the 1st class meeting? Yes No

Are there any special clothing requirements for the class? Yes No

Please describe: _____

Describe to what extent parent participation will be allowed or is needed: _____

Is there any special information participants should receive about the program when registering?

DISTRICT SUPPORT

Preferred Room:

Auditorium – Community Center, largest room. Recommended for classes utilizing mats or props.

Assembly Room – Community Center, medium size room. Mirror wall, hard surface floor.

Party Room – Recreation Center, small room. Wall of windows, hard surface floor.

What basic supplies will you need from the District? (Tables, chairs, mats, etc)

What type of publicity, outside of the District efforts, do you plan on using, if any?

INSTRUCTOR INFORMATION

The District's current policy is that contract class instructors receive a percentage of class fee revenue.

Is this acceptable? Yes No If not, what do you suggest?

Have you ever taught the proposed class in question? Yes No

Please list and/or describe the experience/expertise you have on the proposed subject and why you feel that you would be a successful class instructor. Include any trainings and/or certificates:

Have you ever been paid to teach the proposed class? Yes No

If so, please elaborate: _____

Do you currently have a list of potential participants that are interested in this program? Yes No

Why do you think our community would be interested in this class/program? _____

Are there any additional comments / information about your program you would like to add?
