



Special Interest Class Proposal Form/Agreement

Thank you for your interest in teaching a class with the City of Ukiah. Please review and fill out this Proposal Form/Agreement, and attach a resume or other supporting material for the proposed class. You will be advised if your proposal has potential for meeting our programming needs. **Information regarding your class proposal will be accepted but NOT in lieu of this proposal form.** Submit your forms to :City of Ukiah, Community Services Department, 411 W. Clay St, Ukiah Ca. 95482, or e-mail the forms to: tpoma@cityofukiah.com

Name: _____ Email: _____

Address: _____
Street City State Zip

Phone: _____
Home Business Cell

If requested, may we give out your phone number? _____

Class Proposal For: _____

Class Content Outline: _____

If additional space is needed, please attach a supplement sheet.

Wording for recreation brochure: **100 words or less** _____

If additional space is needed, please attach a supplemental sheet.

Program Information:

Class/Activity:

1. Number of meetings per week: _____
2. Length of each class meeting: _____
3. Amount of time needed for set up and breakdown prior to and after class: _____
4. Preferred days of week: 1st choice - Day: _____ Time: _____
2nd choice - Day: _____ Time: _____
3rd choice - Day: _____ Time: _____
5. Class start date: (month/day) _____ Class end date: _____
- 5.a. Session one start date: (month/day) _____ Class end date: _____ # of weeks _____
- 5.b. Session two start date: (month/day) _____ Class end date: _____ # of weeks _____
- 5.c. Session three start date: (month/day) _____ Class end date: _____ # of weeks _____
6. Recommended class/activity fees to be charged: _____
7. Number of Students: Minimum: _____ Maximum: _____
8. Ages: _____
9. Will participant need to purchase supplies? _____ Yes No
10. Amount paid directly to Instructor for materials: _____



Facilities Needed:

1. Gym _____ 2. Room _____ 3. Pool _____
(Summer Time ONLY)
4. Athletic Field _____ 5. Cooking Facility _____ 6. Other _____

Equipment Needed:

Type (i.e., tables, chairs, etc.) and quantity: _____

INSTRUCTOR INFORMATION:

A. Experience/background in proposed class/activity:

B. Experience in working with public (include paid and volunteer experience):

C. References:

1. Name: _____ Relationship: _____
Address: _____ Phone: _____
2. Name: _____ Relationship: _____
Address: _____ Phone: _____
3. Name: _____ Relationship: _____
Address: _____ Phone: _____

Social Security Number: _____

Driver's License Number: _____

*Please note: If you will be working with minors, you will be fingerprinted.

In case of an emergency, notify:

Name: _____ Relationship: _____

Address: _____ Phone: _____



Instructor's Agreement

In signing this document I acknowledge that I have read and understand the City of Ukiah's INSTRUCTOR GUIDELINES.

Signature

Date

Recreation Supervisor

Date

Photos

Please provide a photo of yourself or your class for possible use in the Recreation Guide. Please email your pictures to tpoma@cityofukiah.com.

Winter/Spring 2017 Recreation Guide

TIMELINE

Monday	October 3	Advertising Sales Begin
Monday	October 3	Instructor Packets Mailed
Monday	October 31	Cover to Graphic Artist (begin Design)
Friday	November 4	Early Bird Concert Sponsor Ad Deadline
Friday	November 4	Deadline for Instructors Packets
Friday	November 4	Request made for use of facilities
Monday	November 11	Deadline for Advertisers
Monday	November 28	Brochure content to Graphic Artist
Monday	December 12	Proof Ready
Monday	December 15	Brochure content to Publisher/Printer
Monday	December 27	***Brochure Distribution Begins***
Monday	December 27	Registration Begins for Winter/Spring classes
Monday	January 2	Winter/Spring Recreation Classes may begin after this date.....(22 week schedule) **
Monday	May 29	Winter/Spring recreation classes should end this week ***

*** The beginning and ending dates for the 22-week Winter/Spring class schedule are intended as a guideline. Your actual or desired dates for class(es) may take place anytime during the schedule. However, please remember that adequate time must be allowed for persons interested in the class to plan their schedule for attending and to register once the brochure has been distributed. If you begin your class too soon after the brochure comes out, there will not be sufficient time for publicity, pre-registration, etc.

Also, although we do not anticipate problems, delays or changes in the production and distribution of the brochure or other factors related to publicity, obstacles do occur and time needs to be "built-in" to allow for unforeseen difficulties.