



## 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: mdavison@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 [mdavison@cityofukiah.com](mailto:mdavison@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)
<b>Friday</b>	<b>November 4</b>	<b>Early Bird Concert Sponsor Ad Deadline</b>
<b>Friday</b>	<b>November 4</b>	<b>Deadline for Instructors Packets</b>
Friday	November 4	Request made for use of facilities
<b>Monday</b>	<b>November 11</b>	<b>Deadline for Advertisers</b>
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.



# Winter/Spring 2020 Recreation Guide

## TIMELINE

Wednesday	October 16	Advertising Sales Begin
Wednesday	October 16	Instructor Packets Mailed
Monday	October 28	Cover to Graphic Artist (begin Design)
<b>Friday</b>	<b>November 1</b>	<b>Early Bird Concert Sponsor Ad Deadline</b>
<b>Friday</b>	<b>November 15</b>	<b>Deadline for Instructors Packets</b>
Friday	November 15	Request made for use of facilities
<b>Monday</b>	<b>November 18</b>	<b>Deadline for Advertisers</b>
Monday	December 2	Brochure content to Graphic Artist
Monday	December 9	Proof Ready
Monday	December 16	Brochure content to Publisher/Printer
Thursday	December 26	***Brochure Distribution Begins***
Thursday	December 26	Registration Begins for Winter/Spring classes
Monday	January 6	Winter/Spring Recreation Classes may begin after this date.....(22 week schedule) **
Friday	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.