

The City of North Ridgeville Parks & Recreation

Program Proposal Form

Please type or print your class description in the space below. Save a copy of the completed form for your records. To meet the publication deadline please submit the form the deadline date listed:

To be considered for Fall: July 1

To be considered for Winter: October 1

To be considered for Spring/Summer: March 1

Class Title:

Class Description:

Ages: minimum _____ maximum _____ Length of Session: _____ (# of weeks)

Class Size: minimum _____ maximum _____ Length of Class: _____ min. /hr.

No. of days a week: _____ Class Fee: \$ _____ Material Fee: (if any) \$ _____

Contract instructors receive 70% of the class fee

Material fees are to cover the direct cost of materials being given to the participants

Equipment Needed by Instructor: _____

Participants should bring: _____

Instructor Name: _____

Home: () _____ Cell: () _____ Work: () _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-mail Address: _____

INSTRUCTOR AVAILABILITY (please let us know when you are available):

Day:	Availability (check if available):
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

WORK EXPERIENCE / VOLUNTEER HISTORY:

Employer: _____

Position: _____

Address: _____

Contact Person: _____

Employed From: month _____ /year _____ to month _____ / year _____

Reason for Leaving: _____

Employer: _____

Position: _____

Address: _____

Contact Person: _____

Employed From: month _____ /year _____ to month _____ / year _____

Reason for Leaving: _____

REFERENCES:

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone Number: _____

EDUCATION:

High School Name: _____ Highest Level Completed: _____

College(s): _____ Highest Level Completed: _____

Attended From: _____ to: _____ Graduated: ____ Yes or ____ No

Attended From: _____ to: _____ Graduated: ____ Yes or ____ No

CERTIFICATES / TRAINING:

OTHER:

Are you over 18 years of age? Yes _____ No _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain:

Some instructors may be required to provide liability insurance.