



Course Proposal for Prospective Instructors

Please complete entire form:

Instructor's Name: _____

Business/Organization: _____

Address: _____
Street City Zip

Telephone Number: _____
Day Evening

Email: _____

To whom should checks be made payable? Instructor _____ Business _____

Session (circle) Spring (Jan. thru April) Summer (May thru Aug.) Fall/Winter (Sept. thru Dec.)

Course Title: _____

Class description for use on the City of Cotati Website and promotional materials:

Goal of the Class (what participants will get out of it):

Brief Instructor Bio (600 characters maximum):

Please describe your qualifications, methods and/or experience teaching or practicing the material you intend to teach in the proposed class (Required for New Instructors Only, please attach additional form if necessary):

Class Age: _____ Day(s) _____ Time(s) _____

or

Class Grade Level: _____

Session Dates: _____ No. of Classes _____

Alternate Dates: _____ No. of Classes _____

Class Fee: _____

Discount Fee (if applicable) _____

Non-Resident Fee (20% higher) _____

Class Size: Minimum _____ Maximum _____

Room Size: _____

Will you be providing the classroom facility? Yes _____ No _____ If yes, specify:

Building Name: _____

Address: _____

Facility Location and Requirements: (Please be specific to meet class needs. This will assist staff in placing your request in the proper location.)

Supplies or materials required for the class:

Any experience or prerequisites required of the student prior to taking the class:

Please submit copy of course handbooks, literature or forms that will be used during the class.

Previous Instructor Experience – Please list the three most recent references. Attach your resume if it pertains to your class.

<u>Dates</u>	<u>Contact Person</u>	<u>Telephone No.</u>	<u>Agency</u>	<u>Reason for Leaving</u>
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Return completed Course Proposal to: City of Cotati Recreation Department, 201 W. Sierra Ave, Cotati, CA 94931 or fax to: 707-795-7067, Attn: Recreation Department