



# 2015-2016 New Instructor Course Proposal Schedule



## Have a Skill to Share?

The El Cerrito Recreation Department is looking to offer more classes for our community to enjoy. In order to do so, we need instructors! An instructor can be anyone who has a hobby that they wish to share with others. An instructor can also be any business owner who wants to highlight an area of their expertise while also promoting their business. And of course, an instructor can also be someone who already teaches classes and wants to teach one or two extra classes for the El Cerrito Recreation Department.

Fall 2015	Win/ Spr 2015/2016	Summer 2016	Action	Notes
<p><i>Current* and NEW Classes</i> Mon. 5/25</p> <p><small>*Current Classes- Yearly Proposals</small></p>	<p><i>NEW Classes</i> Mon. 9/14</p> <p><i>Camps</i> Thurs, 10/8</p>	<p><i>NEW Classes</i> Mon. 11/30</p> <p><i>Add'l NEW Camps</i> Mon. 12/14</p>	<p>Course Proposal Packet Due.</p> <p>Electronic Versions are preferred.</p>	<p>Must be proofread and as correct as possible. Please check your prices, dates, fees, days, spelling and grammar.</p>
<b>If your Course Proposal has been approved:</b>				
<p>Thursday, <b>Jul 9</b></p>	<p>Wednesday, <b>Oct 28</b></p>	<p>Monday, <b>Feb 15</b></p>	<p><b>Activity Guide Draft:</b> An electronic version of the Activity Guide will be sent to the instructor (without photos).</p>	<p>This will be the only opportunity for changes. Minimal changes will be allowed at this time (i.e. price changes, days of the week, dates)</p> <p>No new course description/content/classes may be added as of today.</p>
<p>Thursday, <b>Aug 6</b></p>	<p>Monday, <b>Nov 30</b></p>	<p>Thursday, <b>Mar 17</b></p>	<p><b>Date Activity Guides will be printed and mailed by</b></p>	<p>Activity Guides are mailed to El Cerrito, East Richmond Heights, Kensington, and Richmond Annex communities.</p>

Fall Dates (2015) September 1-December 31	Winter/Spring Dates (2015/2016) January 1-April 30	Summer Dates (2016) May 1-August 31
<p><b><u>2015 Holidays-Office Closed</u></b></p> <ul style="list-style-type: none"> <li>Monday, Sept 7<sup>th</sup> (Labor Day)</li> <li>Wednesday, Nov 11<sup>th</sup> (Veterans Day)</li> <li>Thu- Fri, Nov 26-27 (Thanksgiving and Day after)</li> <li>Thu- Fri, Dec 24-25 (Christmas eve and Christmas Day)</li> <li>Thu- Fri, Dec 31-Jan 1 (New Year's Eve and Day)</li> </ul>	<p><b><u>2016 Holidays-Office Closed</u></b></p> <ul style="list-style-type: none"> <li>Monday, Jan 18<sup>th</sup> (MLK Jr. Day)</li> <li>Monday, Feb 15<sup>th</sup> (Presidents Day)</li> <li>Monday, May 30<sup>th</sup> (Memorial Day)</li> </ul> <p style="text-align: center;"><b>WCCUSD</b></p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Day of WCCUSD School: 8/24/15</li> <li>President's Week: 2/15-2/19</li> <li>Spring Break: 4/4-4/8</li> <li>Last Day of WCCUSD School: 6/5/16</li> </ul>	<p><b><u>2016 Holidays-Office Closed</u></b></p> <ul style="list-style-type: none"> <li>Monday, July 4<sup>th</sup> (Independence Day)</li> </ul> <p><i>*El Cerrito Recreation Department Closed for the Holidays: TBD</i></p> <div style="text-align: center;"> </div>

**For more information, please contact Vivian Brandt, Community Services Supervisor at:  
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