

Madera After School Enrichment Program (MASEP) Instructor Availability Form and Course Proposal

Please complete one form per course title you are proposing to teach. Please complete this form no later than **Thursday, July 12, 2018** to be considered for session one. Proposals received after 7/30 may still be considered for sessions two and three. *Please note: this form does not guarantee that you will be teaching in the 2018-19 school year. All proposals are subject to approval.*

Instructor's Full Name: _____ Business/Organization: _____

Street Address: _____ City: _____ Zip: _____

Cell Phone: _____ Work Phone: _____

Can we release your phone number? yes no If yes, which one _____

E-Mail Address: _____ Release e-mail? yes no

Classes are held at Madera Elementary School: 8500 Madera Dr, El Cerrito, CA 94530

Upon approval, classes may also be held at the El Cerrito Community Center, Tassajara Pottery Studio and Canyon Trail Art Clubhouse depending on facility availability and space requirements for the class.

Please keep in mind while completing this next section that **classes held at Madera Elementary will begin at 2:55pm on M/Tu/Th/F, and 2pm Wed.** Classes held at other locations may be offered from 3pm on as we will have to transport the students from Madera. Transportation of students is not guaranteed to off-site locations. Session start and end dates are dependent on school approval and subject to change.

Please check which session dates you are available to teach:

Session One: 9/17/18-12/20/18

_____ Mondays: 9/17-12/17 (11 classes) **No Class:** 11/5, 11/12, 11/19

_____ Tuesdays: 9/18-12/18 (12 classes) **No Class:** 11/6, 11/20

_____ Wednesdays: 9/19-12/19 (11 classes) **No Class:** 10/31, 11/7, 11/21

_____ Thursdays: 9/20- 12/20 (10 classes) **No Class:** 11/1, 11/8, 11/22

_____ Fridays: 9/21-12/14 (10 classes) **No Class:** 11/2, 11/16, 11/23, 12/21 Class Length: _____ minutes

Session Two: 1/14/19-3/29/19

_____ Mondays: 1/14-3/25 (9 classes) **No Class:** 1/21, 2/18

_____ Tuesdays: 1/15-3/26 (10 classes) **No Class:** 2/19

_____ Wednesdays: 1/16-3/27 (10 classes) **No Class:** 2/20

_____ Thursdays: 1/17-3/28 (10 classes) **No Class:** 2/21

_____ Fridays: 1/18- 3/29 (10 classes) **No Class:** 2/22 Class Length: _____ minutes

Session Three: 4/8/19-5/24/18

_____ Mondays: 4/8, 4/15, 4/22, 4/29, 5/6, 5/13, 5/20 (7 classes)

_____ Tuesdays: 4/9, 4/16, 4/23, 4/30, 5/7, 5/14, 5/21 (7 classes)

_____ Wednesdays: 4/10, 4/17, 4/24, 5/1, 5/8, 5/15, 5/22 (7 classes)

_____ Thursdays: 4/11, 4/25, 5/2, 5/9, 5/16, 5/23

_____ Fridays: 4/12, 4/19, 4/26, 5/3, 5/10, 5/17, 5/24 Class Length: _____ minutes

1. **Class Title:** _____

2. **Class Description:** Please prepare ready for publication and limit to 100 words. The City of El Cerrito reserves the right to edit descriptions.

3. What is your price per class? \$ _____ per class

Ex: Per class price \$10. There are 8 classes in a session. Session fee is \$80. With the standard 60%-40% split, the instructor would receive \$48 for the session, per student. This is the rate at which you invoice for, not the advertised price as the advertised price will contain a 4% administrative surcharge.

4. Does your class have a Materials fee? ____ yes ____ no If yes, what is the amount \$ _____

If yes, please specify what the materials fee is used for:

5. Supplies or materials students need to bring or wear to class:

6. Class Grade Range _____

7. Class Size Minimum _____ Class Size Maximum _____

8. If class is NOT full, will you allow late enrollments? ____ yes ____ no

9. If you allow late enrollments, will you allow pro-rated fees? ____ yes ____ no

10. Please list any additional "No Class" dates: _____

11. **Communications:** Emails can be automatically generated through our Registration System. Please answer the following questions so that we know how to communicate with you.

| Yes | No | Question |
|-----|----|--|
| | | Send Email When Classes Become Full? |
| | | Send Email On Cancellations With Waitlist? |
| | | Send Email On All Cancellations? |
| | | Send Email When Minimum Count is Reached? |
| | | Send Email On All Registrations? |

12. **FOR NEW CONTRACTORS: Previous Instructor Experience - Please list the three most recent experiences:**

| Dates | Contact Person | Phone Number | Agency | Reason for Leaving |
|-------|----------------|--------------|--------|--------------------|
| | | | | |
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13. Additional Items needed as part of your Course Proposal. Please check off that you have submitted the items.

14. _____ 1) Copy of your resume if it pertains to your class or program.

15. _____ 2) A copy of literature, handbooks or forms that you will pass out in class as part of this proposal.

Thank you for your Course Proposal. We will review the form and contact you should we decide to offer your course.

If you have any questions or concerns, please contact Taylor Melton, Community Services Coordinator at tmelton@ci.el-cerrito.ca.us or (510) 559-7004.