

Does your class have a Materials Fee? _____ Yes _____ No If yes, what is the amount? \$ _____

Fees collected by and payable directly to the Contractor. Should only be for consumable, take-home items used by participants.

Material Fees will be used for _____

Student needs to bring to class or wear _____

Class Description: (Due to limited space in the rECguide, LIMIT your Course Description to 100 words or less. The City has reserved the right to edit your description.)

Facility First Choice: _____ Facility Second Choice: _____

Special Instructions/Requirements: _____

Communications: E-mails can automatically generate through our Registration System when a registration has been processed. Please answer the following communication preference questions.

Yes	No	Question
		Send E-mail when there is a Cancellation?
		Send E-mail for all new Enrollments?
		Send E-mail when Enrollment is Full (class reaches maximum)?
		Send E-mail when Minimum Count is Reached?
		Send E-mail when someone Enrolls from Waitlist?

FOR NEW CONTRACTORS (complete below)

Previous Instructor Experience - Please list the three most recent experiences:

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

Additional Items needed as part of your Course Proposal. Please check off that you have submitted the items.

- _____ 1) Copy of your resume if it pertains to your class or program.
- _____ 2) Copy of your curriculum, literature, handbooks or forms that you will distribute in class as part of this proposal.

**Please email this Course Proposal and other required items to
Taylor Melton, Recreation Supervisor, at: tmelton@ci.el-cerrito.ca.us**

For Office Use:

Date Received _____ Staff Initials _____ Date/Time Check (Initials) _____

Inputted to Computer (Initials) _____ Facility Reserved (Initials) _____

Activity Name & Activity # in RecTrac _____