



Spring / Summer - 2007 BROCHURE INFORMATION

PLEASE REPLY BY MONDAY, JANUARY 8TH WITH YOUR COMPLETED CLASS DESCRIPTION

Dear Instructor,

As we begin planning for the Spring/Summer Brochure 2007, it's with happiness and sadness I announce the retirement of Judie Bellotti. We wish her much luck in her future endeavors.

In order to meet our pre-press deadline, we are asking for your assistance by providing your class information for the Spring/Summer brochure by Monday, January 8, 2007. We will continue our distribution to El Cerrito, Kensington, Richmond Heights, libraries, schools and businesses.

CLASS DESCRIPTIONS MUST BE COMPLETED AND RETURNED TO OUR OFFICE AT 7007 MOESER LANE OR FAX TO 510-528-9413 NO LATER THAN January 8, 2007 or email us at mkortz@ci.el-cerrito.ca.us or cjones@ci.el-cerrito.ca.us . We will be glad to send you the form as an attachment.

To assist in the production of the brochure we need your cooperation. It is imperative that you complete the enclosed class description form for each class you will be instructing. Specify sessions and dates you are interested in teaching and the number of classes per session. Please note and delete any holidays within your class session dates. Also, note minimum and maximum class sizes. We need your assistance in checking your dates and making sure they are correct. (If at all possible please type or print your pertinent information.)

The majority of the Fall/Winter brochure classes finish at the end of March. Please check your dates against the Fall/Winter brochure to make sure that your classes are not overlapping.

The following is a standardized brochure schedule for the Spring/Summer brochure.

Session 1 April 2 – April 30
Session 2 May 1 – May 31
Session 3 June 1 – June 29
Session 4 July 2 – July 31
Session 5 Aug. 1 – Aug. 31
Session 6 Sept. 3 – Sept. 28
Session 7 Oct. 1 – Oct. 31

Spring / Summer 2007

The following is a list of holidays and special events for which classes will be canceled. Contact Chris Jones if you are interested in teaching on these days.

Friday, April 27 th	Art Show
Monday, May 28 th	Memorial Day
Tuesday, July 4 th	Independence Day
Monday, September 3 rd	Labor Day

On another note, the Recreation Department continues to ask for your help. We are looking for creative, innovative, artistic, and enthusiastic teachers. If you know of someone who would like to be considered as an instructor, please submit a letter of interest to the Recreation Department, 7007 Moeser Lane, El Cerrito, CA 94530.

The ideal instructor will have experience and a proven track record of successful recreation classes. He / she will work as an independent contractor for the City. The Recreation Department offers a broad range of classes, so if you are thinking of a potential class, please contact the Recreation Department and ask for Chris. Don't wait another day. Call today!

If you have any questions, please call me at (510) 559-7000. I look forward to working with you.

Sincerely,

Monica Kortz
Recreation Director