

# Instructional Class Proposal

City of Winter Garden Recreation Department

Type of Class: \_\_\_\_\_ For Ages: \_\_\_\_\_

Content of Class (typical topics, etc.): \_\_\_\_\_

Learning Outcomes (What participants will have learned or gained at the end of class or session):

\_\_\_\_\_  
\_\_\_\_\_

## Instructor Profile

(Attach Resume, Copies of Certifications and References if desired)

Name: \_\_\_\_\_

Education: \_\_\_\_\_

Certifications: \_\_\_\_\_

Applicable Experience – Title, Places, dates, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # and address where you may be reached:

\_\_\_\_\_  
\_\_\_\_\_

## What would be your Ideal Class Schedule (Please check all that apply)

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Weekly     | <input type="checkbox"/> Weekday Morning   |
| <input type="checkbox"/> Bi- Weekly | <input type="checkbox"/> Weekday Afternoon |
| <input type="checkbox"/> Monthly    | <input type="checkbox"/> Evening           |
| <input type="checkbox"/> One-time   | <input type="checkbox"/> Weekend           |
| <input type="checkbox"/> Other:     |  |

Times, etc.: \_\_\_\_\_

How long would the class run for a session (i.e. 6 weeks, 4 weeks, ongoing, one-time):

## Class Fees

(See back of form for further description)

Typical student fee: \_\_\_\_\_

For a single class or entire session?

\_\_\_\_\_

Minimum # of participants needed to hold class at that rate: \_\_\_\_\_

*Please see back of form for more detailed information on hosting a class*

1. City of Winter Garden Recreation Facilities have limited storage. We therefore can not allow instructors to leave equipment on site. All class materials must be removed from the class site following the end of each class.
2. Class finances and fees:
  - Most instructor arrangements consist of a 70/30 split of participant fees. Instructors receive 70% and the Recreation Dept. receives 30%.
  - Instructors must furnish all materials and equipment needed to conduct the class.\* Please figure this in to your class cost if need be.  
\*(The recreation department may have certain equipment that instructors may use. This would need to be cleared with the Recreation Supervisor prior to the start of a class.)
  - Instructors are paid by city check.....
    - Bi-monthly or Monthly for ongoing programs
    - At the mid-point and end of a multi-week class
  - Payments may take one to three weeks to receive depending on necessary processing steps.
3. The City of Winter Garden Recreation Department provides similar advertising for all of its programs. Generally no paid advertising is done to reach any other people and areas than the City of Winter Garden and its residents. Typical advertising may or may not include:
  - Ad's and articles in the *West Orange Times*
  - Banners hung on Plant St. and other areas throughout Winter Garden
  - Flyers sent through Utility Bills to City of Winter Garden customers
  - Flyers sent to public and private schools in and surrounding Winter Garden
  - Bi-annual program departmental brochures
  - Flyers posted at many public and commercial sites throughout Winter Garden
  - Quarterly E-Mail newsletters sent to clients
  - Orange TV
  - News releases to the Orlando Sentinel and other daily or weekly publications
  - News releases to local TV and Radio stations
4. Classes are expected to be held in the highest professional manner possible. All classes will begin promptly as advertised (instructors are expected to show up at least 15 minutes prior to class time), contain content that is well prepared and specific to the overall subject of the class. All participants should be treated with the utmost courtesy and fairness.