



Watsonville Parks & Community Services
231 Union Street
831.768.3240

CLASS PROPOSAL FORM

CLASS INFORMATION

Class Name _____	
Objectives of the Class: 1. _____ 2. _____ 3. _____	
Class Description (printed in activity guide, 150 word max.): _____ _____ _____	
Facility Requirements (tables, chairs, etc.): _____ _____	
Supplies students should bring, buy, or wear to class (be specific): _____ _____	
Session 1 Start date:_____ End date:_____ Number of weeks:_____ Day(s) class will be held: _____ Hours: From_____ To_____	Session 2 Start date:_____ End date:_____ Number of weeks:_____ Day(s) class will be held: _____ Hours: From_____ To_____
No class on (holiday observation): _____	
Ages (include specific ages): _____	Fees: _____

Children _____	Program/Class Fee \$ _____
Adults/Seniors _____	Materials Fee \$ _____
Minimum # participants _____	List materials:
Maximum # participants _____	
Location – First Choice _____	
Location – Second Choice _____	

INSTRUCTOR INFORMATION

Instructor _____	<input type="checkbox"/> Winter/Spring <input type="checkbox"/> Summer/Fall Year: _____
Address _____	City _____ Zip _____
Phone _____	Cell _____
Email _____	Social Security # _____
DO YOU HAVE BILINGUAL SPANISH SKILLS? (NOT REQUIRED) YES <input type="checkbox"/> NO <input type="checkbox"/>	

INSTRUCTOR REFERENCES

Please list at least two references that may be contacted in regards to your class proposal.

Name	Email	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read, understand and agree to abide by the Policies and Procedures outlined in the Watsonville Parks and Community Services (PCS) Instructor Handbook.

Printed Name: _____

Signature: _____ Date: _____