



Dear Potential Instructor:

Thank you for your interest in Walnut Creek’s Recreation Division. It is our goal to enhance the quality of life by providing classes and programs that meet the recreational interests and needs of the community. We currently offer over 150 fee-based classes a quarter, all taught by independent contracted instructors.

Enclosed you will find a “New Class Proposal” form. Please read it over carefully and consider the following questions:

- Will the program nurture the participants mind, body or soul, addressing one or more of the seven dimensions of wellness? (intellectual, emotional, physical, spiritual, occupational, environmental, social)
- Will the program provide adequate financial return if it is offered, while still remaining reasonable to the participant?
- Is the program currently offered by the Recreation Division? Would your proposed program be a duplication or in direct competition with a current program?
- Has this program been requested by the community? If so, please provide supporting information.

Upon Program approval, the following may be required:

- **A business license with the City of Walnut Creek is required for all fee class instructors.**
- **Insurance will be required for all classes as determined by the City Attorney.**
- **Background check and mandated reporting requirements must be completed for instructors teaching youth classes.**

Be sure to fill out the enclosed form as completely as possible. It will enable us to evaluate your program and assess its ability to meet the needs of our community. Once your proposal is received you will hear back within ten working days whether or not your proposal has been accepted. If accepted, then a meeting will be set up to discuss the potential of offering your program.

You may view the Recreation Division Activities Guide at
www.WalnutCreekRec.org

For general reference, our program dates are as follows:

Quarter	Proposal Due	Quarter Dates
Winter	2 nd week in August	Jan-Mid March
Spring	1 st week in November	Mid March-Mid June
Summer	3 rd week in January	Mid June-August
Fall	3 rd week in April	September-Mid Dec



Recreation Division
FAX: (925) 933-4175

www.WalnutCreekRec.org

Date submitted: _____

New Class Proposal

Instructor Name: _____

Business Name: (If Applicable for contract and W-9) _____

Address: _____
Street/P.O. Box City State Zip

Home: _____ Cell: _____

E-mail: _____ Website: _____

Program Information

Class Title:							
Goals & Objectives of the Class							
Class Description (80 words maximum, to be used for brochure)							
Age Group:		# of weeks:		Times:			
Days of the Week		Hours per Session		Minimum # of Participants		Maximum # of Participants	
The City works with the instructor to set class fees. Do you have a recommendation? (Note that a \$3 administrative processing fee is added to all registration fees.)							
How much prep time is needed at each class meeting for set up?					Clean-up ?		
What skill levels does this program cover (beg-adv)?							
Does this program require pre-requisites? If so, please explain:							

Participant Information

Will outside materials need to be purchased by the participant?	
If so, please list cost and where items maybe purchased:	
Will materials be needed for the first class meeting?	
Are there any special clothing requirements for the class?	
Is a partner required for the program?	
Is there any special information participants should receive about the program when registering?	

Division Support

Type of Facility Needed (size of room, field, special floor, access to water, etc.)	
What basic supplies will you need from the Division? (Tables, chairs, mats, dry erase board, etc.)	
What type of publicity, outside of the City brochure, do you plan on using?	

Instructor Information

Are you prepared and/or willing to provide your own liability insurance?	
Are there any additional comments/information about your program you would like to add?	
Are you currently teaching at any other cities/locations? Please describe:	

Attachments

Please attach the following items to this proposal:

- **Current resume/bio** - including any past experience, paid or unpaid, that qualifies you to teach this program. Please include personal and professional references.
- **Program Outline** - what will the program cover and how will it obtain its goals.
- **Program Sight Diagram** - please sketch a basic layout your program will require including table/chair placement or any other amenities.
- **Promotional Items** - any program related materials you have including flyers, brochures, press releases, etc.

Send completed application, along with attachments to:

E-mail classproposals@walnut-creek.org or **Fax** (925) 933-4175