



CLASS PROPOSAL FORM

Directions: Please complete the following information.
Attach resume and copy of required certifications and return to:

West Sacramento Parks & Recreation
Attention: Brandi Dionne
2801 Jefferson Blvd.
West Sacramento, Ca 95691
Or email recreation@cityofwestsacramento.org

Proposed Class Title: _____

1. Instructor Information

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

A. Applicant experience/background in proposed program – Include relevant certifications and years of experience:

B. Experience in working with the public (include paid and volunteer):

C. References:

Name	Relationship	Phone
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1. _____

2. _____

3. _____

2. CLASS INFORMATION

Proposal for _____
(Class name)

A. Detailed Class Description:

B. Please list a one sentence description of your class that will appear in marketing material:

C. Desired days of the week and time to conduct (if applicable):

1st choice of Day: _____ Time: _____ am or pm to _____ am or pm

2nd choice of Day: _____ Time: _____ am or pm to _____ am or pm

D. Equipment needed: _____

**** If your proposal has potential for meeting our programming needs, you will be invited to conduct a demo with part of our team. If your program is accepted, you will be required to attend an orientation and complete all necessary paperwork before the program will be offered through the Department.

Note: Contractors are required to have current CPR and Standard First Aid Certifications before program begins unless otherwise stated.

Instructor pay varies pending experience: \$26-\$30 per class (45-65 min class) & \$13- \$15 per class (25-30 min class)

Instructor Acknowledgment

I acknowledge that I have read, accept, and understand the information and conditions that involve me or my company contracting as an Independent Contractor with the West Sacramento Parks & Recreation Department. For detailed information refer to the WSRC Instructor Handbook.

Individual's Signature

Date

OFFICE USE ONLY	<input type="checkbox"/> Livescan complete	<input type="checkbox"/> W-9 & Agreement
Date Received: _____	Reviewed by: _____	
Comments: _____		