Prospective Instructor

Parks and Recreation Department

Dear Prospective Instructor,

Thank you for considering the City of Encinitas Parks and Recreation Department as a place to offer instructional classes. Please complete the program proposal worksheet attached and email to EncinitasParksandRec@encinitasca.gov or mail it to the City of Encinitas, Parks and Recreation Department, 505 South Vulcan Avenue, Encinitas, CA 92024. Once your proposal is received, it will be reviewed and you will be contacted regarding its status.

If you have any questions or need assistance please call (760) 633-2740. Again, thank you for your interest in the City of Encinitas Parks and Recreation Department.

Sincerely,
Encinitas Parks and Recreation Staff

Program Proposal Worksheet

Parks and Recreation

All proposals are subject to approval by the Parks and Recreation Department. Please do not assume your program will be offered until you are notified by a supervisor.

Season:

☐ Fall/Winter (Sept-Feb) ☐ Spring (March-May) ☐ Summer (Jun-Aug)

Program: _____

Submitted by: _____

Program description: (limit 2-3 sentence description)

Days	Start Date	End Date	# of classes/weeks	Time Start/End		Min Age	Max Age	Min Enrolled	Max Enrolled

No class dates: _____

Fees

Your fee per participant: $_____

Your "fee" pertains to the fee you expect to receive for each participant in the program including material fees.

Parent participation program: ☐ Yes ☐ No

If yes, does the fee include the parent? ☐ Yes ☐ No

If no, what is the cost for the parent? _____

Program Proposal Worksheet continued on back page

Program Information

Daily Class Outline: _____

_____

_____

_____

_____

Participant reminders:
(This refers to text printed on the customer's receipt. We cannot guarantee students will receive this information.) _____

_____

_____

Facility Information

Is the City of Encinitas providing the facility/park site for your program? ☐ Yes ☐ No
If the program is in a City facility/park site, indicate what your needs are below:

- ☐ Classroom
- ☐ Gym
- ☐ Outdoors
- ☐ White board
- ☐ Podium w/mic
- ☐ Podium (no mic)
- ☐ Overhead Projector
- ☐ Chairs (quantity: _____)
- ☐ Tables (quantity: _____)
- ☐ TV
- ☐ DVD player
- ☐ Boom Box w/CD player
- ☐ LCD Projector

For program facilities not provided by the City of Encinitas, please list the address and phone number.

Address: _____ Phone: _____

Additional facility/park site information for supervisor:

_____

Cerfitifcations

- ☐ CPR/AED certification current (expiration date: _____)
- ☐ First Aid certification current (expiration date: _____)

Instructors may be required to have a current certification. Copies of all certifications must be on file with your supervisor.

Contact Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

Web site: _____