



City of Fountain Valley

Recreation and Community Services

New Instructor Class Proposal

Please complete entire form

Business/Organization	Click here to enter text.		
Contact Person	Click here to enter text.		
Address	Click here to enter text.		
City, State	Click here to enter text.	Zip	Click here to enter text.
Telephone	Click here to enter text.	Email	Click here to enter text.

Session(s)	Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/>		
# of weeks	Click here to enter text.	Day(s)	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/>

Suggested Class Title	Click here to enter text.
Class Description (must be 45 words or less)	Click here to enter text.
Proposed Class Fee*	Click here to enter text.

*Please indicate the fee that you will be charging for the class, the appropriate admin. fee will be added by the City.

Is there any additional cost to the participants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Material Fee*	Click here to enter text.
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*This fee should not be included in the class fee.

What does this fee include?	Click here to enter text.
Where will students purchase materials?	Click here to enter text.

Preferred Time(s)	Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/>	Length of Class	Click here to enter text.
Class Min/Max	Click here to enter text.	Age Min/Max	Click here to enter text.

Specific equipment needed	Click here to enter text.	
Past experience in teaching this program	Click here to enter text.	
References		
Name	Organization	Phone Number
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Can the public contact you for more information? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, what is your correct public contact information?	Click here to enter text.

Return this form to the Recreation & Community Services Department

Email	fvrecreation@fountainvalley.org
Fax	714-839-5917
Mail	City of Fountain Valley 10200 Slater Ave. Fountain Valley, CA 92708 Attn: Recreation & Community Services

Once received, we will review it for our upcoming session and contact you if we are able to offer your class(es).