CLASS PROPOSAL APPLICATION

INSTRUCTOR INFORMATION   *(New Instructors must also submit a Class Contractor Application)*

LAST NAME	FIRST	M.I	DATE
STREET ADDRESS		APT/UNIT #	
CITY	STATE	ZIP	
PHONE	EMAIL		

CLASS INFORMATION

Class Title		Minimum Enrollment		Maximum Enrollment	
Catalog Season (check all that apply)		☐ Winter/Spring JAN 1 – APR 30	☐ Summer MAY 1- AUG 31		☐ Fall/Winter SEPT 1 – DEC 31
Participant's Age		Registration Fee		Materials Fee	

Class Length	☐ One day	☐ Two days	☐ Three days	☐ Four Weeks	☐ Five Weeks	☐ Eight Weeks
Day of the Week (check all that apply)	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday	☐ Saturday

How many classes per session?	Course Dates		
Start Time	End Time	Location	

Are there any dates that your class will not be held? If yes, when?

Would you like your class information to be placed in the OVparks' Activity Guide?	☐ Yes	☐ No

Detail Class Description (This information will be used in the Activity Guide, please include any information your participant must have knowledge of such as dress requirements or supplies): Class Description may be up to 65 words.

DISCLAIMER AND SIGNATURE

Submitting a Class form does not guarantee that the class or activity will automatically be added to the Orangevale Recreation and Park District program. There is no exclusivity to instructor and the courses they teach.

Participants must pre-register for all classes. Registrations are processed on a first-come, first serve basis by the Orangevale Recreation and Park District (OVparks). It is OVparks' policy to provide payment after receipt of services; therefore, advance payment is not possible. Once each class has been completed Instructors will invoice OVparks for their said services. The instructor will receive a check from the County of Sacramento approximately 4 weeks after invoices are submitted to the District.

Signature	Date