

Dear Instructor Applicant:

Redding Recreation is interested in expanding and developing new recreation and leisure classes for youth (0-17 years) and adults in our community. Thank you for inquiring about teaching a leisure class for the City of Redding Community Services, Recreation Division. Enclosed is a Leisure Class Proposal packet to assist you in describing the class that you feel best qualified to instruct. Also included is an instructor General Information form and a Substitute IRS Form W-9.

When completed, submit this class information to the Recreation Division or call 225-4095 to discuss your idea. We are located at 1250 Parkview Avenue, north of Gene's Hamburger Drive In. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

Please contact us if you need additional information. We are looking forward to hearing from you.

Sincerely,

Recreation Supervisor

Enclosures

Upcoming Activity Guide Deadlines:

Seasons		Deadline
Summer	April-August	Feb. 1
Fall	September-November	July 1
Winter/Spring	December-May	October 1

LEISURE CLASS PROPOSAL

Class Title		
Class Size: Min.	Max:	
Proposed Instructor Fee:		
Schedule - Day(s):		
Day:	Time:	Dates:
Day:	Time:	Dates:
Day:	Time:	Dates:
Facility Needs: _____		
Student Notes or Materials Needed: _____		
Description of class meetings. Briefly list the sequence of a class session and activities to be presented. Use reverse side if necessary.		
Time:		
From _____ To _____		
From _____ To _____		
From _____ To _____		
From _____ To _____		

Instructor Signature

Telephone Number

Date

City of Redding, Community Services, Recreation Division
1250 Parkview Avenue
P.O. Box 496071
Redding, CA 96049-6071
Phone: (530) 225-4095 Fax: (530) 225-4585

Date: _____

Contracted Leisure Class Instructor

GENERAL INFORMATION

Name	Home Phone:	8 am-5 pm Phone:
Mailing Address	cell phone:	
City/Zip	e-mail	

EMERGENCY CONTACT INFORMATION

Name:	Home Phone:	8 am-5 pm Phone:
Mailing Address:		
City/Zip		

Return this form to:

City of Redding Community Services
Recreation Division
PO Box 496071
Redding, CA 96049-6071