



Green Valley Recreation - Course Proposal

Submission of a proposal does not automatically constitute an agreement between a contract instructor and Green Valley Recreation. If your course is approved, you will receive a course agreement in the mail informing you of your schedule.

New and recurring course instructors: Please fill in each section completely. Incomplete forms may be rejected or cause a delay in scheduling.

*indicates further explanation of terms are on the back

Instructor Information

Instructor Name: _____ Phone: _____

Address: _____

Email: _____ Cell Phone: _____

Course Information

Session(s): Winter (Jan - Apr) 2013 Summer (May - Sept) 2012 Fall (Oct - Dec) 2012

Course Title: _____ *Supply list required: Y / N

*Course Fee: _____ *Material Fee (if applicable): _____

*Course Description- if new, or changed (**80 words or less**): _____

Minimum course size: _____ Maximum course size: _____

Schedule Requests

See other side for directions.

*Facility and set-up requirements: _____

Day of the week: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Course times: 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Course Dates: _____

Number of Classes (per course): _____

How often would you like to offer this course (per session): _____

Administrative Use Only: _____ CR# ___CT ___NTs ___W9 ___HB ___KC ___CC ___SL ___ER

Instructor Information-

Please note: Paychecks are mailed to the address submitted on the W9 form. If you have an alternative mailing address GVR needs to be aware of please submit these to the course supervisor as soon as possible.

Course Information-

A **supply list** is handed out to students upon registration if there are items a student needs to purchase or bring to class with them by the first class. **SUPPLY LISTS NEED TO BE SUBMITTED IN AN ELECTRONIC FORMAT.**

The **course fee** refers to what you are charging and what the student is paying for the course.

A **material fee** may be required if you will be supplying materials for the course and you require reimbursement.

The **course description** is what will be placed in course publications. The course description essentially communicates to prospective students what they can expect from the course. It is a summary of what you are offering. **Please limit descriptions to less than 80 words.** Any descriptions that go beyond 80 will be edited due to space limitations.

If you have taught this course before with GVR, and the description will not be changing, then please write SAME in the space provided.

Schedule Requests-

Your course will be scheduled based on facility availability. By submitting alternate dates and times GVR can find the best facility to meet your needs. Please list all of the options you are available for.

The **type of facility or set-up** that is required is based on what type of course it is. If it is an art course, you may need a sink. If your course is in lecture format, then you may request a white board or overhead projector. Please communicate all of your needs so that we can look into accommodating your request. Last minute requests cannot be guaranteed due to equipment availability and/or custodial support (each satellite center has a TV and a DVD for your use). If you need an LCD projector please list it in your proposal. We have limited rooms with ceiling mounted LCD projectors and several portable projectors, but we need to reserve them.

If there is no space available at a major social center there may be space available at a satellite center. These centers do not have full time custodians but arrangements will be made for your set up (ex: tables, chairs, etc.) **If you are scheduled at a Satellite center you will be given a form to fill out to diagram your preferred set up. It is strongly advised that you visit the center where your class will be held to determine the set up.** The satellite centers include: Canoa Ranch, Madera Vista, Casa Paloma I and II, Abrego North, Abrego South and Continental Vistas.

If you already have a room or center in mind, please request that room and center.

Mail to:

Green Valley Recreation, Inc.
Attn: Course Supervisor
P.O. Box 586
Green Valley, AZ 85622