



GREEN VALLEY RECREATION, INC.

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/email. Please fill in each section completely. Incomplete forms will be rejected or cause a delay in scheduling.

Instructor Information	Instructor Name:	Phone:
	Address:	
	Alternate Address:	
	Dates at Alt. Address:	
	Email:	Cell:

Course Information	Session(s): <input type="checkbox"/> Winter (Jan - Apr) <input type="checkbox"/> Summer (May - Sept) <input type="checkbox"/> Fall (Oct - Dec)	
	Course Title:	
	Is this a new class?: <input type="checkbox"/> Y <input type="checkbox"/> N	*Supply list required?: <input type="checkbox"/> Y <input type="checkbox"/> N <i>(Please attach)</i>
	Course Fee:	*Material Fee (if any):
	Minimum # of students:	Maximum # of students:
	*Course Description (80 words or less):	

Schedule Requests	Course dates:		
	Course duration: <i>(1 day, 4 weeks, etc.)</i>		
	Day(s) of the week 1st Choice:	2nd Choice:	3rd Choice:
	Course times: 1st Choice:	2nd Choice:	3rd Choice:
	Is this class offered more than 1 time this session? <input type="checkbox"/> Y <input type="checkbox"/> N		
"No Class" dates: <i>(any dates class will not be held e.g., Thanksgiving week)</i>			
Facility, audiovisual, and set-up requirements:			

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. This is payable directly to you.

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, feel free to 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.

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: 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.

Please email to:

classes@gvrec.org

or mail to:

Green Valley Recreation, Inc.
Attn: Education Program Coordinator
P.O. Box 586
Green Valley, AZ 85622