

CITY OF DAVIS
CONTRACT CLASS/INSTRUCTOR PROPOSAL

Instructor's Name _____ Business/Organization (if applicable) _____
Address _____ City _____ Zip Code _____
Business Phone () _____ Cell Phone () _____ Home Phone () _____
E-Mail Address _____ Website Address _____

Season (please circle one) Fall Winter/Spring Summer

Course Title _____

Activity Description (please provide a brief descriptive paragraph as you would like it to appear in the City's seasonal recreation activity guide) _____

Extra Notations for Participants or Additional Requirements: (i.e. instructor consent required, supplies to bring to class, proper attire) _____

Age range of Participants _____ Grades of Participants _____

Proposed class days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Proposed Length of Session (i.e. 4 weeks, 6 weeks) _____ # of class meetings per week: _____

Length of time per class meeting: _____ Proposed Time of Class _____ to _____

Minimum number of students: _____ Maximum number of students: _____

Proposed fee: (Residents) \$ _____ *(A 10% Non-Resident fee will be added for youth living outside the DJUSD boundaries and any adult living outside the City limits)*

Will there be a student materials/supply fee? YES NO If so, how much per student? \$ _____

Do you wish the materials/supply fee payable to you on the first day of class or collected as part of the class fee at the time of registration? _____

Supplies to be provided by City (i.e. tables, chairs) _____

Proposed Space Requirements _____

Please turn to the back page and complete the remaining portion of this Contract Class Proposal form.

Program Focus – Please check one of the following areas of programming emphasis that best describes your proposed activity.

_____ **Fostering Human Development** (i.e. fine arts, preschool, cultural, lifelong learning, skill building, nature appreciation)

_____ **Building Community Connections** (i.e. building social connections, neighbors helping neighbors, mentorship)

_____ **Strengthening Families** (i.e. participating together, appreciation for diversity, parenting skills)

_____ **Increasing Safety and Security** (i.e. personal protection, prevention, life-saving skills, crime reduction)

_____ **Improving Health and Wellness** (i.e. fitness, healthy habits, nutrition, endurance, stretching)

Methods of Learning – Please check the type of technique(s) that you will use to engage the participants in your proposed activity. (check all that apply)

_____ **Active Instructor** - instructor shows the physical example while participants watch and try to repeat steps. Instructor then checks for understanding and repeats as needed.

_____ **Passive Instructor** - instructor tells how it is done while participants try to initiate the steps.

_____ **Lecture** - Instructor talks about the subject matter while participants sit and listen.

_____ **Parent Participation** - Parents/Guardians are encouraged to participate with child to repeat instructions to participant as needed.

_____ **Performance** - Participants have the opportunity to perform as a group.

_____ **Test** - Participants take a written test on material covered in class.

_____ **Reading** - Participants are given materials to read and learn.

_____ **Small Groups** – Participants work in small groups to come together on a solution.

_____ **Stations** – Participants move among multiple learning stations.

_____ **Take Home** - Participants take materials home with them to study and learn.

_____ **Video** -Participants watch videos to learn new techniques or skills.

_____ **Other:** _____

Program Outcomes – Please list up to a maximum of three (3) specific outcomes, listed in priority order that students will experience as a result of participating in your proposed activity. For example: *To provide opportunities for older adult participants to learn and sustain active living skills through exercise and fitness.*

1. _____

2. _____

3. _____

Outcome Measurements – Please describe the tools or methods that you intend to use that will measure the success of the above stated outcomes. For example: *You may want to conduct a pre- and post-participant survey to determine the increased knowledge of the subject matter.*

1. _____

2. _____

3. _____

Please submit the additional items as a part of your Contract Class Proposal (as applicable):

1. A course outline/syllabus that details the content of the instruction by individual class meeting dates
2. A copy of any literature/handouts that will be distributed as part of the proposed activity
3. A specific list of required materials or supplies for a student to participate in the proposed activity
4. A copy of the Contract Instructor and/or Assistant Instructor's resumes and references