



**Town of Queen Creek
Parks and Recreation Department
Special Interest Class Proposal Form**

The Town of Queen Creek Parks and Recreation Department is looking for quality instructors to enhance the variety of classes and workshops offered throughout the year at its facilities. The recreation staff will work with you to make the experience of teaching in Queen Creek enjoyable and rewarding.

Please complete this form and return it to:

Town of Queen Creek Parks & Recreation • Leisure Classes • 22350 S. Ellsworth Road • Queen Creek, AZ 85242

Contact Information

Name: _____

Business/Organization (if applicable): _____

Address: _____

Work Phone: _____ **Home/Cell Phone:** _____

E-Mail: _____

Web Site (if applicable): _____

Insurance Information (list the general liability firm that insures you or your company/organization):

Company Name: _____ Policy Number: _____

Occurrence Insurance Amount: _____ Aggregate Insurance Amount: _____

Class Information

Course title: _____

Class start date: _____ **Class end date:** _____

Class 1:

Day(s) you are interested in teaching this class (you may choose more than one):

Monday Tuesday Wednesday Thursday Friday Saturday

Number of day(s) you are interested in teaching this class per week:

One day per week Multiple days per week One day workshop

Time(s) you are interested in teaching this class: _____ a.m. or p.m. to _____ a.m. or p.m.

Class 2 (if applicable):

Day(s) you are interested in teaching this class (you may choose more than one):

Monday Tuesday Wednesday Thursday Friday Saturday

Number of day(s) you are interested in teaching this class per week:

One day per week Multiple days per week One day workshop

Time(s) you are interested in teaching this class: _____ a.m. or p.m. to _____ a.m. or p.m.

Leisure Class Proposal Form (continued)

Location(s) you would like to teach (you may choose more than one):

- Library Recreation Annex, 21802 S. Ellsworth Road Founders Park, 22407 S. Ellsworth Road
 Community Center, 22407 S. Ellsworth Road Desert Mountain Park, 22201 S. Hawes Road
 Other _____

Age group(s) you are interested in teaching (you may choose more than one):

- Infant Pre-School Youth Teen Adult Senior Adult (50 years +)

Detailed course description (for additional space, continue on a separate piece of paper):

Course objectives/ learning outcomes (describe what participants will learn and how they will benefit from taking this class):

Please provide a short paragraph description of your program (to appear in the Town's publicity materials for the class):

Please list any experience or prerequisites required of students before taking the class:

Class size (# of students): Minimum _____ Maximum _____

Suggested class fee: _____ **Additional supplies fee you will collect (if applicable):** _____

Please list any supplies or materials students need to bring or wear to class:

Please describe special space, equipment, facility or set up needs you would have for this class (please be specific; include room size, number of tables, chairs, where you'd like them placed, slide projector, easels, etc. Attach a floor plan if you prefer):

Please select the goals your program meets (check all that apply):

- Provides well-rounded cultural arts programs that educate participants in a variety of art forms
- Provides opportunities for parents to leave their children in a supervised, safe fun program
- Provides instruction/recreation for under-served segments of the community
- Provides opportunities for family members to participate together to increase shared experiences in recreation
- Provides classes that increase overall personal fitness, health, strength, endurance, coordination, flexibility and vitality for all age groups

Instructor Information

Please describe your skills, experience, certifications, degrees, etc. that qualify you to teach this type of class (attached resumes are welcome in addition to this description; please include copies of any certifications):

Please list three references that we can contact regarding your experience:

1)	Phone:	Business/ Personal
2)	Phone:	Business/ Personal
3)	Phone:	Business/ Personal

Have you ever been convicted of a crime in any domestic, foreign or military court, regardless of whether the convictions was later set aside of expunged? Answer by writing "Yes" or "No" _____

Do you presently have any criminal charges pending in any court? Answer by writing "Yes" or "No" _____

If you have answered "yes" to either or both of these questions, please give the details of offense(s) for which convicted (or trial pending), date(s) of conviction(s), jurisdiction(s) (court county & state), and disposition(s) had been set aside or expunged, please give date(s).

X Instructor Signature: _____ **Date:** _____

For more information, call the Town of Queen Creek Parks and Recreation Department at **480-358-3700**.
Thank you for your interest in partnering with the Town of Queen Creek Recreation Division!