Instructor Availability Form and Course Proposal 2019-20

Harding After School Enrichment Program (HASEP)

Please complete one form per course title you are proposing to teach. Please complete this form no later than Thurs., 7/11/19 to be considered for Session 1. Proposals received after 7/11 may still be considered for sessions 2 & 3. Please note: this form does not guarantee that you will be teaching this school year. All proposals are subject to approval.

Instructor’s Full Name: ____________________________ Business/Organization: __________________________
Street Address: _________________________________ City: _____________________ Zip: ______________
Cell Phone: _______________________ Work Phone: _____________________
Can we release your phone number?  ____yes ____ no  If yes, which one______________________________
E-Mail Address: ___________________________________ Release e-mail? _____ yes _____ no

Classes will be held at Harding Elementary School, Tennis Courts or Field: 7230 Fairmount Ave, El Cerrito, CA 94530

Session start and end dates are dependent on school approval and subject to change. M/T/TH/F: classes will begin at 2:45pm for outdoor classes and 2:50pm for indoor classes. Wed classes will begin at 2:10pm for outdoor classes and 2:15pm for indoor classes.

Please check which session dates you are available to teach:

Session One: 9/19-12/13

_____ Mondays: 9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/18, 12/2, 12/9 (11 classes) No Class: 11/4, 11/11, 11/25
_____ Tuesdays: 9/10, 9/17, 9/24, 10/1, 10/8, 10/15, 10/22, 10/29, 11/12, 11/19, 12/3, 12/10 (12 classes) No Class: 11/5, 11/26
_____ Wednesdays: 9/11, 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/13, 11/20, 12/4, 12/11 (12 classes) No Class: 11/6, 11/27
_____ Thursdays: 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 11/14, 11/21, 12/5, 12/12 (11 classes) No Class: 10/31, 11/7, 11/28
_____ Fridays: 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/15, 12/6, 12/13 (10 classes) No Class: 11/1, 11/8, 11/22, 11/29

Session Two: 1/6-3/8

_____ Mondays: 1/6, 1/13, 1/27, 2/3, 2/10, 2/24, 3/2 (7 classes) No Class: 1/20, 2/17
_____ Tuesdays: 1/7, 1/14, 1/21, 1/28, 2/4, 2/11, 2/25, 3/3 (8 classes) No Class: 2/18
_____ Wednesdays: 1/8, 1/15, 1/22, 1/29, 2/5, 2/12, 2/26, 3/4 (8 classes) No Class: 2/19
_____ Thursdays: 1/9, 1/16, 1/23, 1/30, 2/6, 2/13, 2/27, 3/5 (8 classes) No Class: 2/20
_____ Fridays: 1/10, 1/17, 1/24, 1/31, 2/7, 2/14, 2/28, 3/6 (8 classes) No Class: 2/21

Session Three: 3/16-5/15


1. Class Title: ________________________________

2. Class Description: Please prepare ready for publication and limit to 100 words. The City of El Cerrito reserves the right to edit descriptions.
3. What is your price per class? $_____________________________ per class
   Ex: Per class price $10. There are 8 classes in a session. Session fee is $80. With the standard 60%-40% split, the instructor would receive $48 for the session, per student. This is the rate at which you invoice for, not the advertised price as the advertised price will contain a 4% administrative surcharge.

4. Does your class have a Materials fee? ____ yes      ____ no
   If yes, what is the amount $________
   If yes, please specify what the materials fee is used for:
   
5. Supplies or materials students need to bring or wear to class:

6. Class Grade Range ________________________________

7. Class Size Minimum ____________________________  Class Size Maximum ____________________________

8. If class is NOT full, will you allow late enrollments?   ____ yes      ____ no

9. If you allow late enrollments, will you allow pro-rated fees?   ____ yes      ____ no

10. Please list any additional “No Class” dates: ________________________________

11. Communications: Emails can be automatically generated through our Registration System. Please answer the following questions so that we know how to communicate with you.

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12. FOR NEW CONTRACTORS: Previous Instructor Experience - Please list the three most recent experiences:

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13. Additional Items needed as part of your Course Proposal. Please check off that you have submitted the items.

14. _______ 1) Copy of your resume if it pertains to your class or program.

15. _______ 2) A copy of literature, handbooks or forms that you will pass out in class as part of this proposal.

Thank you for your Course Proposal. We will review the form and contact you should we decide to offer your course.

If you have any questions or concerns, please contact Taylor Melton, Recreation Supervisor at tmelton@ci.elcerrito.ca.us or (510) 559-7004.
Madera After School Enrichment Program (MASEP)
Instructor Availability Form and Course Proposal 2019-20

Please complete one form per course title you are proposing to teach. Please complete this form no later than Thurs., 7/11/19 to be considered for Session 1. Proposals received after 7/11 may still be considered for sessions 2 & 3. Please note: this form does not guarantee that you will be teaching this school year. All proposals are subject to approval.

Instructor’s Full Name: ____________________________ Business/Organization: __________________________
Street Address: _________________________________  City: _____________________    Zip: ______________
Cell Phone: _______________________    Work Phone: _____________________
Can we release your phone number?  ____yes ____ no  If yes, which one______________________________
E-Mail Address: ___________________________________  Release e-mail? _____ yes _____ no

Classes are held at Madera Elementary School: 8500 Madera Dr, El Cerrito, CA 94530. Classes will begin at 2:55pm on M/Tu/Th/F, and 2pm Wed. There will be no offsite classes/transportation. Session start and end dates are dependent on school approval and subject to change.

Please check which session dates you are available to teach:

Session One: 9/16-12/13
____ Mondays: 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/18, 12/2, 12/9 (10 classes) No Class: 11/4, 11/11, 11/25,
____ Tuesdays: 9/17, 9/24, 10/1, 10/8, 10/15, 10/22, 10/29, 11/12, 11/19, 12/3, 12/10 (11 classes) No Class: 11/5, 11/26
____ Wednesdays: 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/13, 11/20, 12/4, 12/11 (11 classes) No Class: 11/6, 11/27,
____ Thursdays: 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 11/14, 11/21, 12/5, 12/12 (10 classes) No Class: 10/31, 11/7, 11/28,
____ Fridays: 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/15, 12/6, 12/13 (9 classes) No Class: 11/1, 11/8, 11/22, 11/29

Minutes __________

Session Two: 1/13-1/27
____ Mondays: 1/13, 1/27, 2/3, 2/10, 2/24, 3/2, 3/9, 3/16 (8 classes) No Class: 1/20, 2/17,
____ Tuesdays: 1/14, 1/21, 1/28, 2/4, 2/11, 2/25, 3/3, 3/10, 3/17 (9 classes) No Class: 2/18,
____ Wednesdays: 1/15, 1/22, 1/29, 2/5, 2/12, 2/26, 3/4, 3/11, 3/18 (9 classes) No Class: 2/19
____ Thursdays: 1/16, 1/23, 1/30, 2/6, 2/13, 2/27, 3/5, 3/12, 3/19, (9 classes) No Class: 2/20
____ Fridays: 1/17, 1/24, 1/31, 2/7, 2/14, 2/28, 3/6, 3/13, 3/20, (9 classes) No Class: 2/21

Minutes __________

Session Three: 3/23-5/29

Minutes __________

1. Class Title: ___________________________________________________________________________

2. Class Description: Please prepare ready for publication and limit to 100 words. The City of El Cerrito reserves the right to edit descriptions.
3. **What is your price per class?** $_____________________________ per class
   
   Ex: **Per class price $10.** There are 8 classes in a session. Session fee is $80. With the standard 60%-40% split, the instructor would receive $48 for the session, per student. This is the rate at which you invoice for, not the advertised price as the advertised price will contain a 4% administrative surcharge. Our standard class price range is $10-$20 per class.

4. **Does your class have a Materials fee?**  ____ yes  ____ no  
   
   If yes, what is the amount $________  
   
   The materials fee is for consumable, take-home items only. It should only be charged if needed for supplies that students will keep and are not covered by the class fee. **If yes, please specify what the materials fee is used for:**

5. **Supplies or materials students need to bring or wear to class:**

6. **Class Grade Range** _________________________________

7. **Class Size Minimum** ________________  
   **Class Size Maximum** ________________

8. **If class is NOT full, will you allow late enrollments?**  ____ yes  ____ no

9. **If you allow late enrollments, will you allow pro-rated fees?**  ____ yes  ____ no

10. **Please list any additional “No Class” dates:** ________________________________________

11. **Communications:** Emails can be automatically generated through our Registration System. Please answer the following questions so that we know how to communicate with you.

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13. Additional Items needed as part of your Course Proposal. Please check off that you have submitted the items.

   14. _____ 1) Copy of your resume if it pertains to your class or program.

   15. _____ 2) A copy of literature, handbooks or forms that you will pass out in class as part of this proposal.

Thank you for your Course Proposal. We will review the form and contact you should we decide to offer your course.

   **If you have any questions or concerns, please contact Taylor Melton, Recreation Supervisor at tmelton@ci.el-cerrito.ca.us or (510) 559-7004.**
Fairmont After School Enrichment Program (FASEP)
Instructor Availability Form and Course Proposal 2019-20

Please complete one form per course title you are proposing to teach. Please complete this form no later than Thurs., 7/11/19 to be considered for Session 1. Proposals received after 7/11 may still be considered for sessions 2 & 3. Please note: this form does not guarantee that you will be teaching this school year. All proposals are subject to approval.

Instructor’s Full Name: ___________________ Business/Organization: __________________________
Street Address: _______________________________ City: _____________________ Zip: ______________
Cell Phone: _______________________
Work Phone: _____________________
Can we release your phone number? _____yes _____ no
If yes, which one______________________________
E-Mail Address: ___________________________________
Release e-mail? _____ yes _____ no

Classes will be held at Fairmont Elementary School: 724 Kearney St, El Cerrito, CA 94530. Transitional Kindergarten (TK)/Kindergarten-only classes will begin at 2:10pm. M/T/TH/F: classes will begin at 2:50pm. Wed classes will begin at 2:15pm. Session start and end dates are dependent on school approval and subject to change.

Please check any and all days you are available to teach:

**Session One: 9/23-12/13**

___ Mondays: 9/23, 9/30, 10/7, 10/14, 10/21, 11/18, 12/2, 12/9, 12/16 (9 classes) **No Class:** 11/4, 11/11, 11/25
___ Tuesdays: 9/24, 10/1, 10/8, 10/15, 10/22, 10/29, 11/12, 11/19, 12/3, 12/10, 12/17 (11 classes) **No Class:** 11/5, 11/26
___ Wednesdays: 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/13, 11/20, 12/4, 12/11, 12/18 (11 classes) **No Class:** 11/6, 11/27
___ Thursdays: 9/26, 10/3, 10/10, 10/17, 10/24, 11/14, 11/21, 12/5, 12/12, 12/19 (10 classes) **No Class:** 10/31, 11/7, 11/28
___ Fridays: 9/27, 10/4, 10/11, 10/18, 10/25, 11/15, 12/6, 12/13 (8 classes) **No Class:** 11/1, 11/8, 11/22, 11/29, 12/20

**Session Two: 1/27-4/3**

___ Mondays: 1/27, 2/3, 2/10, 2/24, 3/2, 3/9, 3/16, 3/23, 3/30 (9 classes) **No Class:** 2/17
___ Tuesdays: 1/28, 2/4, 2/11, 2/25, 3/3, 3/10, 3/17, 3/24, 3/31 (9 classes) **No Class:** 2/18
___ Wednesdays: 1/29, 2/5, 2/12, 2/26, 3/4, 3/11, 3/18, 3/25, 4/1 (9 classes) **No Class:** 2/19
___ Thursdays: 1/30, 2/6, 2/13, 2/27, 3/5, 3/12, 3/19, 3/26, 4/2 (9 classes) **No Class:** 2/20
___ Fridays: 1/31, 2/7, 2/14, 2/28, 3/6, 3/13, 3/20, 3/27, 4/3 (9 classes) **No Class:** 2/21

**Session Three: 4/13-5/29**

___ Mondays: 4/13, 4/20, 4/27, 5/4, 5/11, 5/18 (6 classes) **No Class:** 5/25
___ Tuesdays: 4/14, 4/21, 4/28, 5/5, 5/12, 5/19, 5/26 (7 classes)
___ Thursdays: 4/23, 4/30, 5/7, 5/14, 5/21, 5/28 (7 classes) **No Class:** 4/16
___ Fridays: 4/17, 4/24, 5/1, 5/8, 5/15, 5/22, 5/29 (7 classes)

1. **Class Title:**

2. **Class Description:** Please prepare ready for publication and limit to 100 words. The City of El Cerrito reserves the right to edit descriptions.
3. **What is your price per class?** $_________________________ per class
   
   Ex: Per class price $10. There are 8 classes in a session. Session fee is $80. With the standard 60%-40% split, the instructor would receive $48 for the session, per student. This is the rate at which you invoice for, not the advertised price as the advertised price will contain a 4% administrative surcharge. Our standard class price range is $10-$20 per class.

4. **Does your class have a Materials fee?** _____ yes _____ no
   If yes, what is the amount $_______
   
   The materials fee is for consumable, take-home items only. It should only be charged if needed for supplies that students will keep and are not covered by the class fee. **If yes, please specify what the materials fee is used for:**

5. **Supplies or materials students need to bring or wear to class:**

6. **Class Grade Range __________________________**

7. **Class Size Minimum __________________________**
   **Class Size Maximum __________________________**

8. **If class is NOT full, will you allow late enrollments?** _____ yes _____ no

9. **If you allow late enrollments, will you allow pro-rated fees?** _____ yes _____ no

10. **Please list any additional “No Class” dates:** __________________________

11. **Communications:** Emails can be automatically generated through our Registration System. Please answer the following questions so that we know how to communicate with you.

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   1. _______ 1) Copy of your resume if it pertains to your class or program.
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