



2014-2015 Instructor Course Proposal Schedule



Got a Hobby?

The El Cerrito Recreation Department is looking to offer more classes for you and your family to enjoy. In order to do so, we need instructors! An instructor can be anyone who has a hobby that they wish to share with others. An instructor can also be any business owner who wants to highlight an area of their expertise while also promoting their business. And of course, an instructor can also be someone who already teaches classes, and wants to teach one or two extra classes for the El Cerrito Recreation Department.

Fall 2014	Win/ Spr 2014/2015	Summer 2015	Action	Notes
<i>Current Classes</i> Mon. 5/19 <i>New Classes</i> Mon. 6/2	<i>Current Classes</i> Mon. 9/8 <i>New Classes</i> Mon. 9/22 <i>Camps</i> Mon. 10/6	<i>Current Classes</i> Mon. 11/24 <i>New Classes/ Camps</i> Mon. 12/8	Course Proposal Packet Due. Electronic Versions are preferred.	Must be proofread and as correct as possible. Please check your prices, dates, fees, days, spelling and grammar.
			If your Course Proposal has been approved:	
Thursday, July 10	Mon. Oct 20	Monday, Feb 16	<u>Activity Guide Draft:</u> An electronic version of the Activity Guide will be sent to the instructor (without photos).	This will be the only opportunity for changes. Minimal changes will be allowed at this time (i.e. price changes, days of the week, dates) No new course description/content/classes may be added as of today.
Thursday, Aug 7	Monday, Dec 1	Friday, Mar 20	Date Activity Guides will be printed and mailed by	Activity Guides are mailed to El Cerrito, East Richmond Heights, Kensington, and Richmond Annex communities.
Fall Dates (2014) September 1-December 31		Winter/Spring Dates (2014/2015) January 1-April 30		Summer Dates (2015) May 1-August 31
<u>Holidays-Office Closed</u> <ul style="list-style-type: none"> • Monday, Sept 1st (Labor Day) • Tuesday, Nov 11th (Veterans Day) • Thu- Fri, Nov 27-28 (Thanksgiving and Day after) • Wed-Thurs, Dec 24-25 (Christmas eve and Christmas Day) • Wed-Thurs, Dec 31-Jan 1 (New Year's Eve and Day) 		<u>Holidays-Office Closed</u> <ul style="list-style-type: none"> • Monday, Jan 19th (MLK Jr Day) • Monday, Feb 16th (Presidents Day) • Monday, May 25th (Memorial Day) <p style="text-align: center;">WCCUSD President's Week: 2/16-2/20 Spring Break: 4/6-4/10</p> <ul style="list-style-type: none"> • Last Day of WCCUSD School: 6/5 		<u>Holidays-Office Closed</u> <ul style="list-style-type: none"> • Friday, July 4th (Independence Day) <p style="text-align: center;">*El Cerrito Recreation Department Closed for the Holidays in December: TBD</p>

**For more information, please contact Vivian Brandt, Community Services Supervisor at:
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