

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

Minutes _____

- _____ 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

Session Two: 1/13-1/27

Minutes _____

- _____ 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

Session Three: 3/23-5/29

Minutes _____

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

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:

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

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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.

Yes	No	Question
		Send Email When Classes Become Full?
		Send Email On Cancellations With Waitlist?
		Send Email On All Cancellations?
		Send Email When Minimum Count is Reached?
		Send Email On All Registrations?

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

Dates	Contact Person	Phone Number	Agency	Reason for Leaving

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.**