



City of Pickerington

Recreation Department • 100 Lockville Road • Pickerington, OH 43147 • PH: 614-833-2211 • FAX: 614-833-2201

Program / Class Proposal Form

Deadline:	Program Guide:	Months Covered in Program Guide:
October 14, 2011	2012 Winter Program Guide	January, February and March
January 13, 2012	2012 Spring Program Guide	April and May
March 9, 2012	2012 Summer Program Guide	June, July and August
June 8, 2012	2012 Fall Program Guide	September, October, November and December

Instructor's Name _____

Company's Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (work) _____ (home) _____ (cell) _____

Email _____

Program / Class Title _____

Age / Grade / Gender Requirements _____

Minimum # of Participants _____ Maximum # of Participants _____

Class Day(s) _____

Class Date(s) _____

Class Start Time _____ Class End Time _____

Number of Weeks per Session _____

Will you need the Recreation Department to provide a classroom? YES _____ NO _____

If NO, list location where classes will be held _____

Brief course description in 30 words or less (include any special instructions/requirements)

All fees are negotiable. Please be specific. Is the proposed instructor's fee a flat rate to teach the class, or on a per student basis? Are class supplies included in the fee, or do students provide their own supplies?

Requested Fee _____

Signature _____ Date _____

Office Use Only	
Received by _____	Date _____
Approval _____	Date _____